Automated Configuration

Tracking System

(ACTS)

User's Manual

Version 3

Defense Logistics Agency
Defense Contract Management Command
Product Design, Development and Control Team (AQOF)

-October 1996-

Forward

This document is provided as an aid to users of the Automated Configuration Tracking System (ACTS) software program. ACTS allows specialists and managers in field offices to have immediate access to information concerning ECPs, VECPs, RFDs, RFWs and MRBs. It allows these personnel to provide parallel electronic assessments of configuration management actions. ACTS provides a mechanism for measuring DCMC processing cycle times and for notifying military specification preparing activities of commonly requested RFDs and RFWs.

The main changes incorporated into this version of ACTS are:

- An Express Input screen, for Class II ECPs, Minor W/Ds, and MRB, has been created for when the CAO has concurrence/approval authority and does concur/approve.

- The Add/Edit Request Data screens have been significantly changed. A choice of "X-Multiple Requirements Waived" has been added to the Requirements Waived pulldown menu. A “Save and Clear” and a “Save and Continue” button have been added. An alpha numeric “Optional” field has been added. A numeric “Quantity Affected” field has been added. The ECP reasons have been changed to read: Correct Design Error, Improve Design, Requirement Change, Other Reason. The Edit Request Data screen is locked out once any functional screen is saved and only the monitor can edit using browse. There is a pop-up list of contract numbers, related to a new table that can also be accessed under Table Maintenance that allows users to enter contract numbers.

- Type and classification has been added to the display for each functional input screen. Once Y/N is entered, the cursor will jump to the next field. Signature passwords have been replaced with "Save Draft" or "Sign Off". If the CAO Recommendation screen is saved, all functional inputs are closed, but the signature will not appear on comment forms.

- The CAO Recommendation screen has an input field for the CAO date, defaulting to the system date, but able to be changed. The space bar toggles Y/N/Blank with Blank the default. There is a larger input box and screen fonts. A type and classification display has been added to the screen.

- The Management Metrics reports are significantly changed to show new calculations for how many Class II ECPs were disposed locally/by the PCO; Class II ECP Approval Rate; Design Related Defect Rate; % Class I ECP to Correct Error; consideration; and number of MRB actions. The term "CAO processing time" has been changed to "Internal CAO processing time." The Standard report has a new section on Class II ECPs just like the section for Class I ECPs. The HQ report has an option to print every CAO within a district on a separate page in one report.

- The Active Request Status report has been modified by adding Date Received, Request Type/Class, Suboffice Code, and CAO date information.

- A selection of predefined charts have been created.

- The date field on the Check for Repeat Actions report has been tied to the CAO date.

- Last names and phone numbers have been added to what goes into DODAAC.DBF and SUMMARY.DBF during the “Create FTP” and headquarters consolidation processes.

- Custom Queries have been enhanced to allow printing with a more user friendly interface. Query parameters can be saved for future use. This function has been renamed to Custom Reports.

- Deletion of Requests has been simplified for use by the Monitor.

- The Embed User Signature screen allows the user to remain on the screen after embedding.

- The dialogue box for Export/Import has been changed to: Export file to which location, Import file from which location. In addition to importing the active request data table, other tables are also imported (Prime contractor, manuf., etc.). Files are combined and compressed automatically.

- Closed requests can be reopened at the PCO, CAO, or functional input levels via an input screen reached from Monitor functions.

- The User's Manual includes field dictionaries for SUMMARY and MIRSUM tables, split screen procedures for browse displays, and enhanced system requirements from 386SX to a 486SX or higher.

- The structure of the PCO table is changed to separate Last Name/First Name so names can be sorted by Last Name.

- Duplicate prime contractor names are now allowed.

- Printing individual pages is allowed on all reports.

- The Sign-On screen is no longer case sensitive.

- A new Standard report has been created, similar to the Active Requests report, that lists all Closed Actions within a period of time.

- Many of the existing Standard reports allow the breakdown by suboffice.

- A "Custom" level has been added for User Access.

- The View All Comments screen shows the reviewers, whether the reviewers approve, and the dates signed.

- Edit Cut, Copy, and Paste have been added.

- The Office ID (DoDAAC/Suboffice Code) has been added to the request number popup selection boxes to uniquely identify requests and their originating offices.

Policy concerning DCMC configuration management processes is contained in DLAD 5000.4, Contract Management. Additional guidance is in MIL-STD-973, Configuration Management.

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Chapter One: Installation

System Requirements

- 80486 processor (or higher)
- Mouse
- 8 MB RAM
- Minimum usable memory is 491KB
- MS DOS version 3.1 or higher
- Microsoft Windows version 3.0 or higher running in 386 enhanced mode
- For network operations, network software that supports a network basic input/output system (NetBIOS) and a server with a hard disk
- VGA or higher resolution monitor recommended. Some 1024x768 drivers have been found to cause problems
- 6 MB Hard Drive free space
- Proper printer driver installed in Windows (requirement for printing reports)

ACTS Installation

The ACTS program files reside on a host computer (DLAHP2) located at HQ DLA. To create installation directories/disks these files must be transferred to four subdirectories on a hard drive or four 1.44 MB 3.5" disks. Transferring of program files must be processed in binary mode.

The following steps outline the basic procedure for creating installation directories/disks; however, users should work with local LAN administrators or other technical support personnel to adapt them to the local hardware/software environment.

- FTP to 160.147.213.30
- Enter login and password
- Change local directory to disk1 hard drive subdirectory or 3.5" disk drive
- Change remote directory on DLAHP2 to disk1
- mget *.*
- Change to disk2 subdirectory or insert a second disk
- Change remote directory on DLAHP2 to disk2
- mget *.*
- Change to disk3 subdirectory or insert a third disk
- Change remote directory on DLAHP2 to disk3
- mget *.*
- Change to disk4 subdirectory or insert a fourth disk
- Change remote directory on DLAHP2 to disk4
- mget *.*
- Exit FTP by typing bye

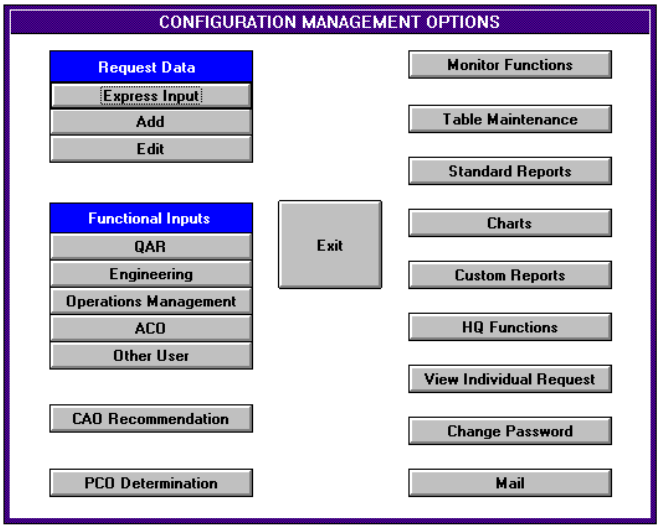
After creating installation disks, you can install ACTS by going to the Windows Program Manager File menu and clicking on Run. On the Command Line, type A:\SETUP (or other complete path to the disk1 files) and press <ENTER>. Follow the instructions on the screen to complete the installation. **Be careful not to install a new version of ACTS over an existing one!**

The installer must have "Write" access to the following Windows Dynamic Link Library (.DLL) files: COMMDLG.DLL, DDEML.DLL, OLECLI.DLL, OLESVR.DLL, SHELL.DLL, TOOLHELP.DLL, and VER.DLL. These files are NOT modified during the installation, however the installation verifies their existence. For a network installation, there cannot be any other users accessing the above Dynamic Link Library files during the installation.

The ACTS V3 data conversion program is run automatically from the Installation program. To run the data conversion separate from the Installation, execute CONVERT3.EXE from the Version 3.0 working directory. **You should only convert data ONCE**, either from the installation program or by running the data conversion program separately.

Running ACTS After Conversion

Typically, users will be running ACTS after having converted data from a prior version. Run ACTS by double clicking on the ACTS icon in Windows. After a brief welcome screen, the main ACTS menu, **Configuration Management Options**, will appear.



The ACTS data conversion program will import existing data from ACTS V2 to ACTS V3 data files; however, new fields in Version 3 will not have any data. Therefore, the monitor should browse all data files and populate new data fields as desired. The new data fields implemented in Version 3 are:

Table	PREFS
Field	FIELDTITLE
Definition	Field title for the optional field located on the Add/Edit/View Request data screens. This can be added from the Monitor Functions, Modify Configuration function.

Table	NEWENTRY (Holding Tank)/ACTIVE/ARCHIVE
Field	QNTY_AFCT
Definition	Quantity affected field located on the Add/Edit/View Request Data screens.

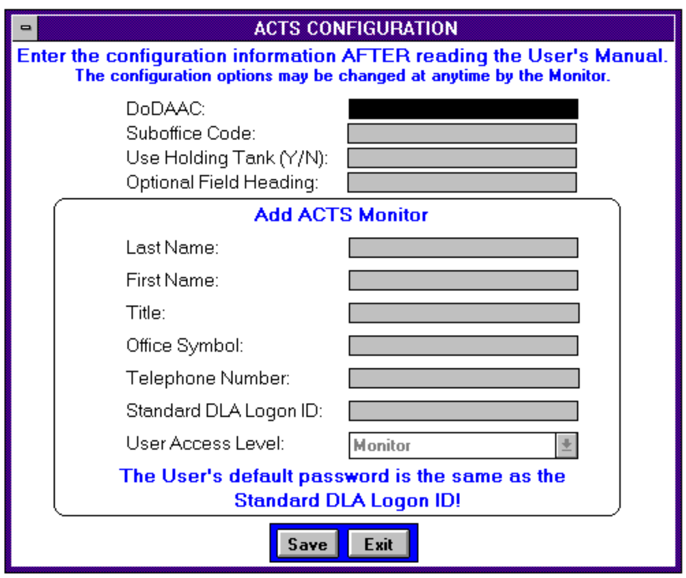
Table	NEWENTRY (Holding Tank)/ACTIVE/ARCHIVE
Field	OPTIONAL
Definition	Optional field provided for local use located on the Add/Edit/View Request Data screens.

The new data table that contains contract numbers used in a pop-up display on the Express/Add/Edit Request Data screens was populated during the data conversion by creating a unique list of contract numbers from the Active table. This table will be updated automatically when a user adds a request with a contract number that is not already contained in the contract numbers table. This file can also be maintained from the Table Maintenance, Contract Numbers function.

PCO name has been divided into two fields, last name and first name during the data conversion. Edit PCO information, if necessary, to properly space the last name and first name.

Running ACTS Without Conversion

If you are running ACTS without converting old data, the first screen to appear after the welcome screen is the **ACTS Configuration** screen.



Each of the blocks must be filled out. You may edit the information later under **Modify Configuration** on the **Monitor Functions** screen. Your default password is the same as your Logon ID.

Office DoDAAC - Enter your office’s 6 digit Department of Defense Activity Address Code (DoDAAC). The office DoDAAC will be used as a filename for the consolidation of data at HQ DLA.

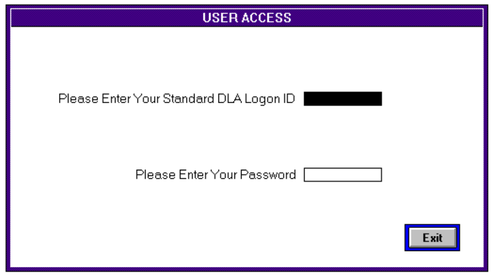
SubOffice Code - Enter a unique alphanumeric code for your office (up to 3 digits). The suboffice code is used to determine where requests have originated when a CAO has suboffices. Even if suboffices are not established in ACTS, the main office must have its own "suboffice code" designated. A design limitation of ACTS is that all data entry for one particular action (ECP, waiver, deviation, etc.) must be made into either the suboffice database or the main office database. Do not try to partially enter data at a suboffice and then try to export/import to the main office for further data entry at the main office. Partially completed actions from the suboffice will overwrite completed actions at the main office if you try this.

Use Holding Tank (Y/N)? - Enter Y for Yes if you want the monitor to validate any new requests prior to any reviews being conducted by your office. Enter N for No if you want reviews to be conducted immediately after you save the New Request.

Optional Field Heading - Enter an optional field heading (up to 10 characters) that will be used as the title for the optional input field on the Add/Edit/View Request Data screens. The default is “Optional.”

Add ACTS Monitor - Enter your Last Name (up to 20 characters), First Name (up to 15 characters), Title (up to 25 characters), Office Symbol (up to 15 characters), Telephone Number (up to 20 characters) and Standard DLA Logon ID (up to 7 characters). Your default access level is Monitor.

Click the **Save** button to save the information. You will see a message indicating the record has been saved and you will advance to the **User Access** screen provided all the information was filled out in the **ACTS Configuration** screen.



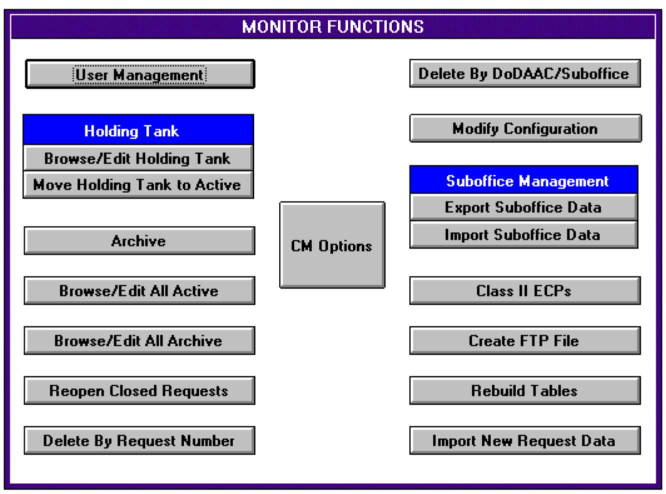
You have three chances to enter your Logon ID and password correctly. The default password is the same as your Logon ID. After correctly completing the **User Access** screen, you will see the **Configuration Management Options** screen.

Chapter Two: Initial Setup

Before ACTS can be used to actually track configuration management actions, information concerning users, contractors, manufacturing plants, and PCOs must be entered. Only a monitor can access user information. Any user having table maintenance privileges can access contractor, manufacturing plant, PCO, and contract number information.

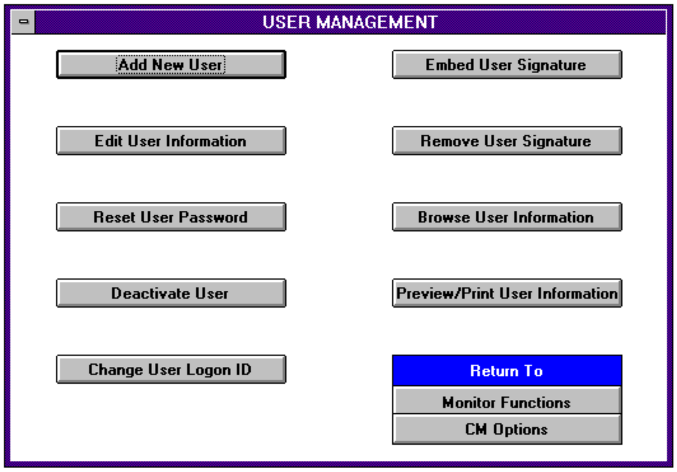
Monitor Functions

In order to access user information, select **Monitor Functions** from the **Configuration Management Options** screen and you will see the following:

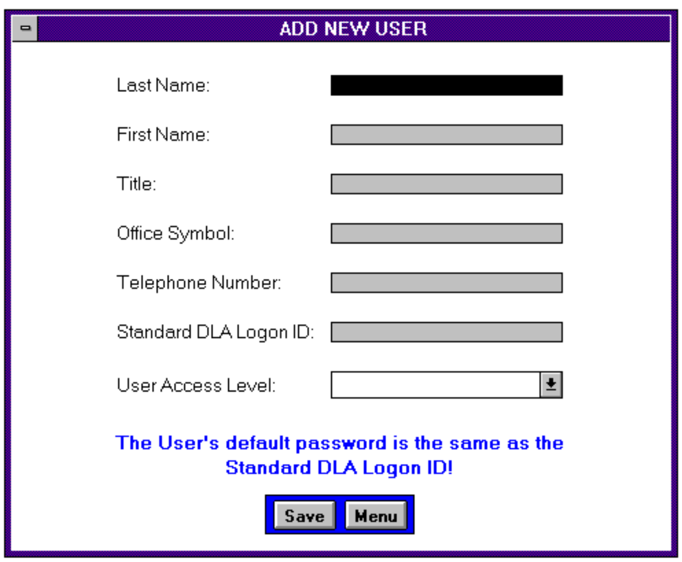


User Management

Next, select **User Management** from the **Monitor Functions** screen. The **User Management** module is designed to provide the Monitor capabilities to administer ACTS users.



Add New User



Based on input from this screen, a new user is provided the capability to logon to ACTS and access certain modules dependent on their assigned User Access Level. The following fields are required to save a new ACTS user: Last Name, Standard DLA Logon ID, and User Access Level. The Standard DLA Logon ID must be unique to each user. The default password issued to the new user is the same as their Logon ID. The Logon ID and the default password are not case sensitive when the user tries to logon to ACTS. The available User Access Levels are described below:

Standard. A Standard user is provided capability to access all ACTS functions on the **Configuration Management Options** screen with the exception of Monitor and Table Maintenance.

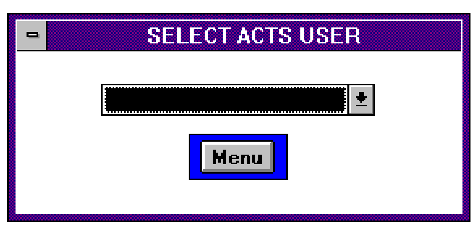
Table Maintenance. A Table Maintenance user is provided capability to access all ACTS functions on the **Configuration Management Options** screen with the exception of Monitor.

Monitor. A Monitor user is provided capability to access all ACTS functions on the **Configuration Management Options** screen.

Browse Only. A Browse Only user is provided capability to access only Standard Reports, Charts, Custom Queries, HQ Functions, View Individual Request, Change Password, and Mail on the **Configuration Management Options** screen.

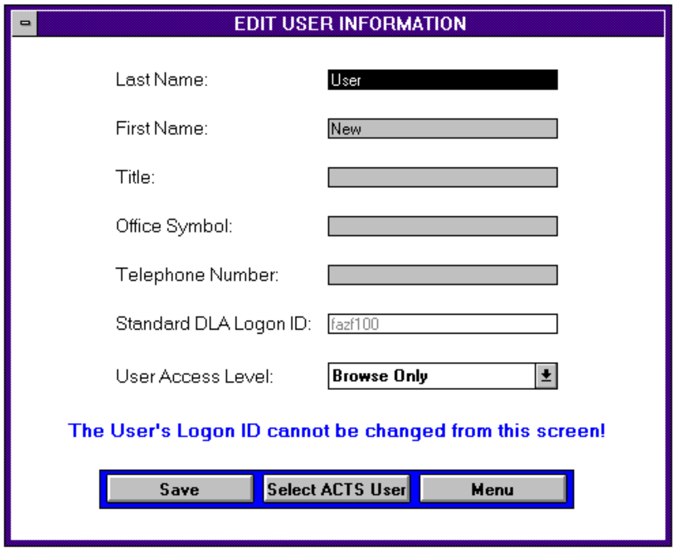
Custom. Custom user access is defined locally for each individual user based on the functions in the Configuration Management Options screen. Once Custom is selected as the User Access Level a subsequent screen is displayed containing the functions on the Configuration Management Options screen and a check box next to each. Check the boxes next to the functions for which access is desired. Remove the check to remove access. The custom definition can be changed by the Monitor from Edit User Information. Click on Custom on the User Access Level pop-up to display/modify the custom definition.

Select ACTS User



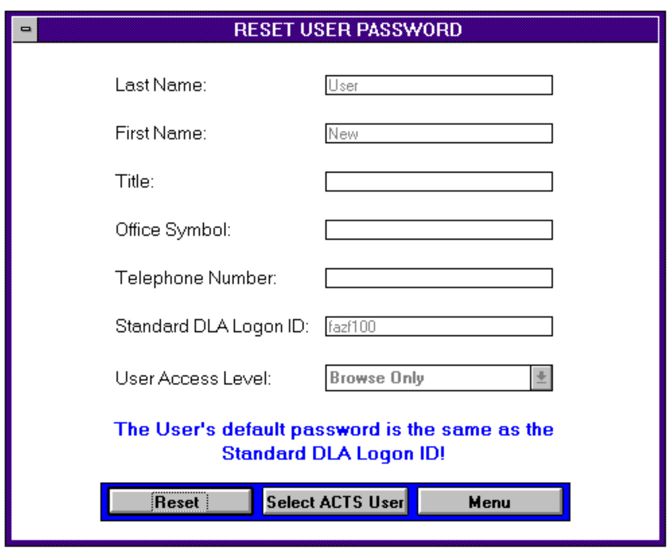
The **Select ACTS User** screen appears whenever the monitor attempts to modify information for a specific user.

Edit User Information



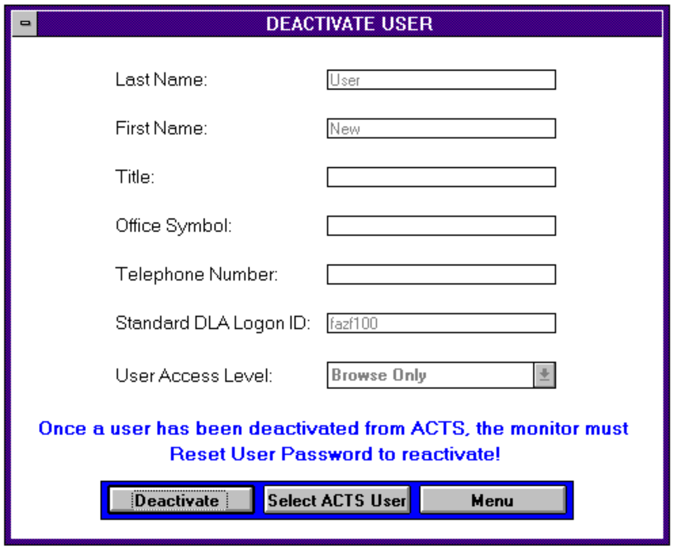
Edit User Information is provided to allow the Monitor to modify user information for the user selected from the Select ACTS User popup screen. The user logon id cannot be modified from this screen. (To modify the user logon id, select Change User Logon ID from the User Management menu.) The user's last name and access level are required fields, they can be modified but not deleted.

Reset User Password



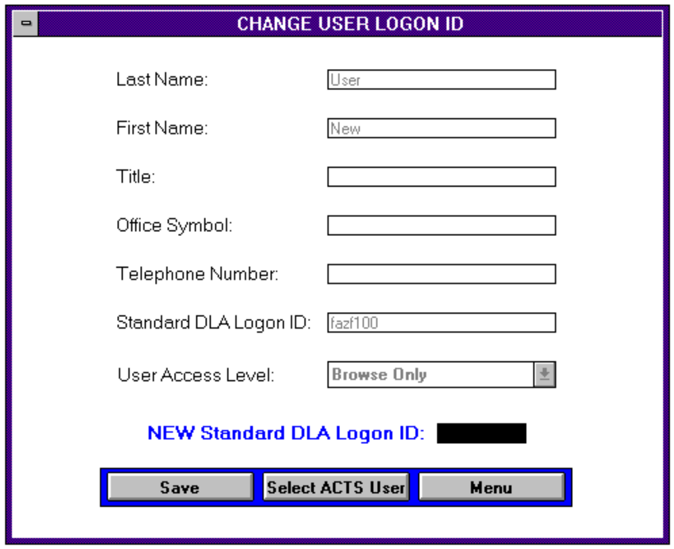
Reset User Password is provided to allow the Monitor to reset the password for the user selected from the Select ACTS User popup screen. The user's password is reset to the default which is the same as their Logon ID. The Logon ID and the default password are not case sensitive when the user tries to logon to ACTS.

Deactivate User



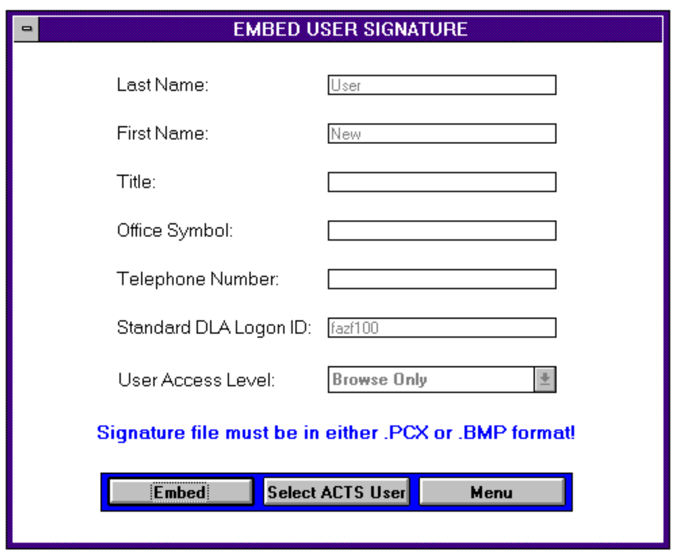
Deactivate User is provided to allow the Monitor to disable the user's logon capability for the user selected from the Select ACTS User popup screen. This does not delete the user from ACTS or any reference to the user for input on request data. Once a user has been deactivated from ACTS, the Monitor must reset the user's password to reactivate their logon capability.

Change User Logon ID



Change User Logon ID is provided to allow the Monitor to modify the user's ACTS Logon ID for the user selected from the Select ACTS User popup screen. The new Logon ID cannot be blank and cannot be a duplicate of an existing ACTS user. The user's password is not affected by this change.

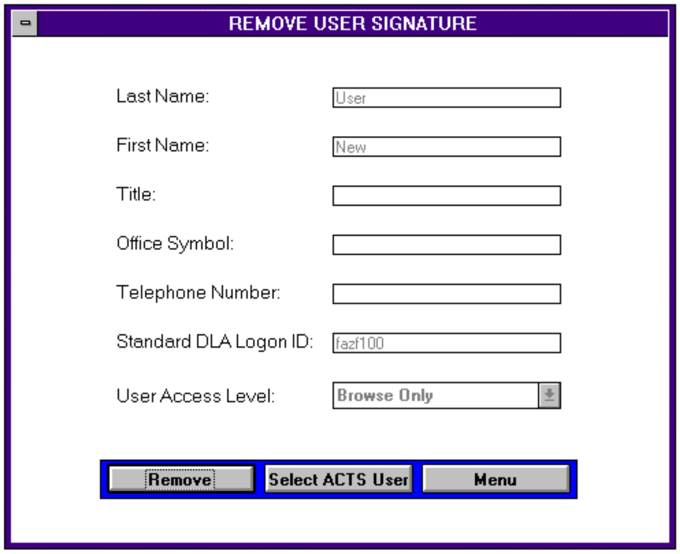
Embed User Signature



The **Embed User Signature** button is used to add scanned signatures into ACTS for the user selected from the Select ACTS User popup screen. Scan the signature using a dark pen in either PCX or BMP format. If you don't have scanning hardware/software, signatures can also be created using graphics programs such as Paintbrush.

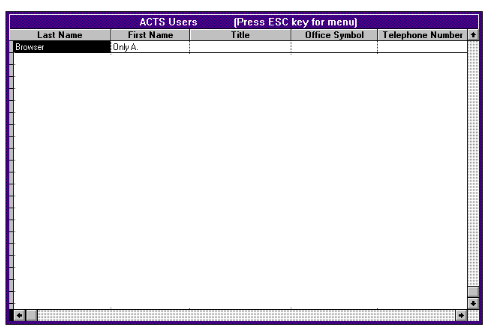
It is recommended that the signature be cropped and then saved as black & white or monochrome before being used in ACTS. Select the PCX or BMP file via a popup window indicating the drive, directory, and file name to embed. The signature will be displayed on the DD Form 1998 and DCMC Review forms when the user signs off input to the request.

Remove User Signature



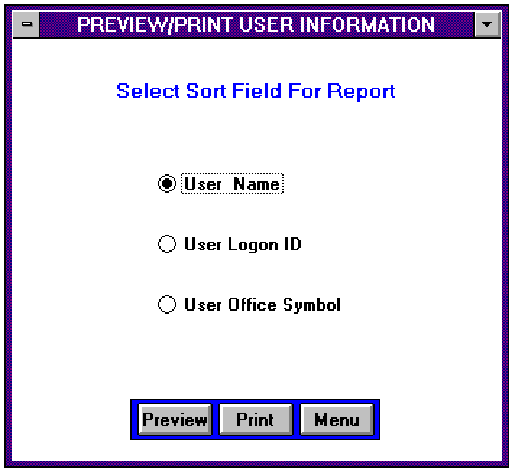
Remove User Signature is provided to allow the Monitor to remove an embedded signature from the user information for the user selected from the Select ACTS User popup screen.

Browse User Information



Browse User Information provides the Monitor a view only screen display of information for all ACTS users and the capability to delete users from ACTS. To delete user(s), mark the user's record by clicking on the rectangular box directly to the left of the Last Name field in the Browse display window. Press escape to exit the Browse. You will be prompted via a dialogue box to press 'D' to DELETE. The delete option physically deletes the marked user(s) from the ACTS Users file. If any of the user(s) marked for deletion have input request data, you will be prompted with another dialogue box notifying the Monitor that all references to this user will be erased. If you are sure that you really want to remove this person, press 'D' to DELETE.

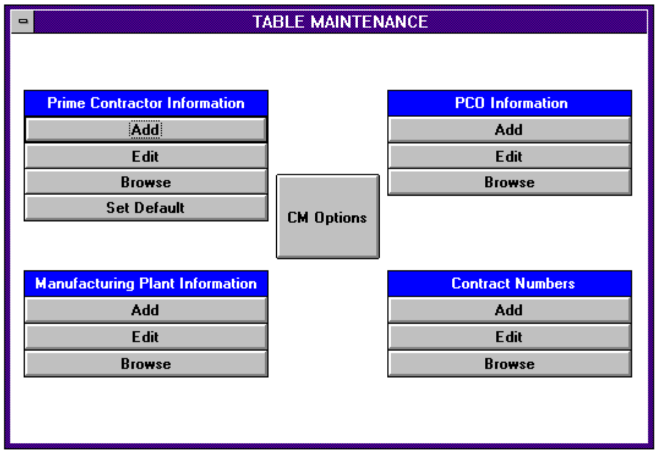
Preview/Print User Information



Preview/Print User Information provides the Monitor reporting capabilities for information on ACTS users. User reports can be sorted based on the User Name, User Logon ID, or User Office Symbol. The reports can be previewed or printed.

Table Maintenance

In order to access contractor, manufacturing plant, PCO, and contract number information, select **Table Maintenance** from the **Configuration Management Options** screen and you will see the following:



Add Prime Contractor Information

Add Prime Contractor Information is used to add Prime Contractors. All input fields are required and the CAGE code must be unique.

Edit Prime Contractor Information

Edit Prime Contractor Information is used to edit existing Prime Contractor information.

Browse Prime Contractor Information

Browse Prime Contractor Information is used to browse or view a list of prime contractors entered in ACTS. To delete prime contractors, mark the record by clicking on the rectangular box on the far left of the Browse display window. Press escape to exit the Browse. You will be prompted via a dialogue box to press 'D' to DELETE. The delete option physically deletes the marked record(s) from ACTS. If any of the records(s) marked for deletion are linked to request data, you will be prompted with another dialogue box saying that all references to this contractor will be erased. If you are sure that you really want to remove this record, press 'D' to DELETE.

Set Default Prime Contractor Information

Set Default Prime Contractor Information is designed to establish a default prime contractor for adding request data. Select a prime contractor via the popup window. To change the current default, select the desired prime contractor. To clear the current default, select the first line in the popup window which contains a blank entry. Upon entering the Add Request Data screen, if a default contractor has been established the prime contractor information is populated and the cursor is placed in the Date of Request field.

Add Manufacturing Plant Information

Add Manufacturing Plant Information is used to add Manufacturing Plant Information. All input fields are required.

Edit Manufacturing Plant Information

Edit Manufacturing Plant Information is used to edit existing Manufacturing Plant Information.

Browse Manufacturing Plant Information

Browse Manufacturing Plant Information is used to browse or view a list of manufacturing plants entered in ACTS. To delete manufacturing plants, mark the record by clicking on the rectangular box on the far left of the Browse display window. Press escape to exit the Browse. You will be prompted via a dialogue box to press 'D' to DELETE. The delete option physically deletes the marked record(s) from ACTS. If any of the records(s) marked for deletion are linked to request data, you will be prompted with another dialogue box saying that all references to this manufacturing plant will be erased. If you are sure that you really want to remove this record, press 'D' to DELETE.

Add PCO Information

Add PCO Information is used to add PCO Information. The PCO's first and last names are required.

Edit PCO Information

Edit PCO Information is used to edit existing PCO Information.

Browse PCO Information

Browse PCO Information is used to browse or view a list of PCO information entered in ACTS. To delete PCO information, mark the record by clicking on the rectangular box on the far left of the Browse display window. Press escape to exit the Browse. You will be prompted via a dialogue box to press 'D' to DELETE. The delete option physically deletes the marked record(s) from ACTS. If any of the records(s) marked for deletion are linked to request data, you will be prompted with another dialogue box saying that all references to this PCO will be erased. If you are sure that you really want to remove this record, press 'D' to DELETE.

Add Contract Numbers

Add Contract Numbers is used to add contract numbers to a table that contains a unique list of contract numbers. This facilitates a pop-up menu for the contract number input field on the Express, Add, and Edit Request Data screens. Contract numbers are also added dynamically to this table when typed into the contract number field on the input screens if they have not previously been added.

Edit Contract Numbers

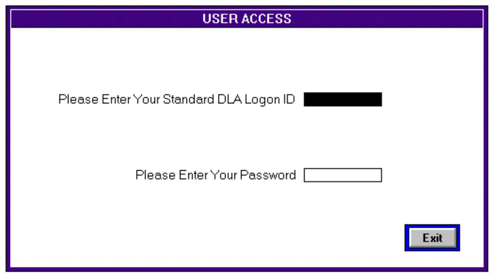
Edit Contract Numbers is used to edit contract numbers in the table of unique contract numbers. This will only change the contract number for future use on new requests being entered. It does not change the contract number for any existing requests in ACTS.

Browse Contract Numbers

Browse Contract Numbers is used to browse or view a list of contract numbers in the table of unique contract numbers. To delete contract numbers from this list, mark the record by clicking on the rectangular box on the far left of the Browse display window. Press escape to exit the Browse. You will be prompted via a dialogue box to press 'D' to DELETE. The delete option physically deletes the marked record(s) from ACTS. If you are sure that you really want to remove this record, press 'D' to DELETE. This ONLY deletes contract numbers from this table and does NOT delete any previous or future use of this contract number on a request.

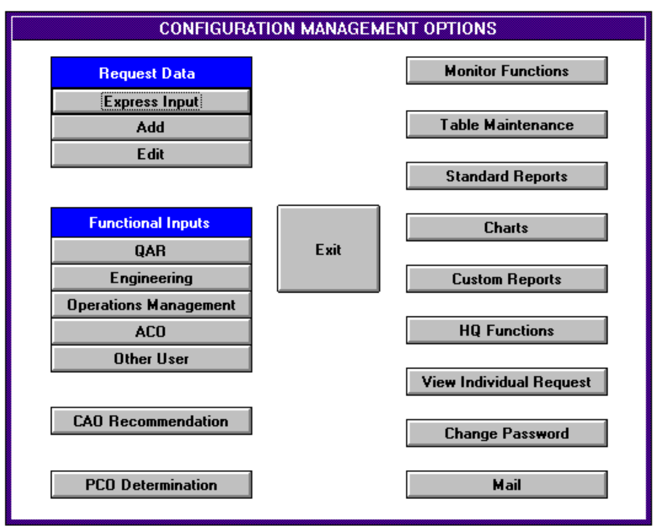
Chapter Three: Inputting Data

This chapter explains the various menu selections within ACTS and how to maneuver within ACTS. Run ACTS by double clicking on the ACTS icon in Windows screen. After a brief welcome screen, you will see the following **User Access** screen:



Enter your user Logon ID on the first line and your password on the second line. Your initial password is the same as your User Logon ID. You have three chances to enter your Logon ID and password correctly.

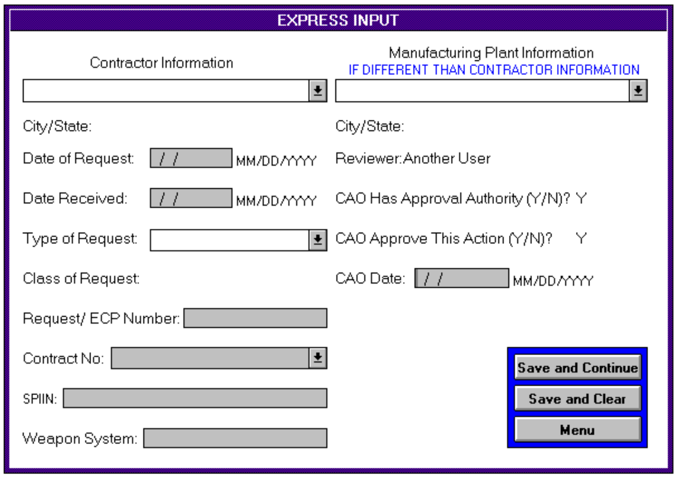
Provided everything was entered correctly in the **User Access** screen, you will see the following **Configuration Management Options** screen:



Some buttons may be grayed out depending on what privileges you are given.

Express Input

The **Express Input** screen can be used to process Class II ECPs, Minor W/Ds, and MRBs when the CAO has concurrence/approval authority and does concur/approve. The **Express Input** screen opens and closes the request at the CAO. Click on the **Express Input** button in the **Configuration Management Options** screen and follow the below procedure.



a. **Contractor Information**: Click on the downward arrow under the **Contractor Information** field with your mouse. A pop-up menu with all of the contractor's names and CAGE codes, which you have previously entered via table maintenance, should be shown. If there is not a name which you need, contact your Monitor or a user with **Table Maintenance** access to add it. Scroll down the list and select the applicable contractor submitting the new request. This is a required field. If a default prime contractor has been established, this information will be automatically entered and the cursor will be placed in the **Date of Request** field.

b. **Manufacturing Plant Information**: Actual manufacturing may not be accomplished at the Prime Contractor's plant but at an off-site plant. If this is the case, click on the downward arrow under the **Manufacturing Plant Information** field with your mouse. Find the manufacturer's name and CAGE code in the pop-up menu and select it. If there is not a name which you need, contact your Monitor or a user with **Table Maintenance** access to add it.

c. **Date of Request**: Enter the contractor's request date (i.e.

contractor's date used on the DD Form 1694, 1693, letter, etc.). This is a required field.

d. **Date Received**: Enter the date the CAO received the request. This is also known as the date entered into ACTS. This is a required field.

e. **Type of Request**: Use the pop-up menu and select the appropriate type. This is a required field. The **Express Input** screen types of requests include ECP, Waiver, Deviation, or MRB. **Class of Request** is a display field generated from the selection made on the Type of Request field. ECP generates Class II, Waiver or Deviation generates Minor, MRB generates a blank **Class of Request.**

f. Request/ECP Number: Type in the request or ECP number. This is a required field that must be unique.

g. **Contract Number**: Type in the prime contract number or use the pop-up menu to select one. If you type in a contract number, it is automatically added to the data table of contract numbers. This table of contract numbers can also be maintained from the **Table Maintenance** function. This is a required field. Correct entry is very important because the first six characters of the contract number are used to identify the buying activity for the military service reports.

h. **SPIIN**: Type in the Supplementary Procurement Instrument Identification Number (SPIIN) or purchase order number, as appropriate.

i. **Weapon System**: Weapon system, if applicable.

j. **CAO Date**: The date the CAO completes the processing of the request at the CAO. This date defaults to the current date but can be modified.

The **Reviewer**, **CAO Has Approval Authority**, **CAO Approve This Action** are all display fields generated from the **Express Input** screen.

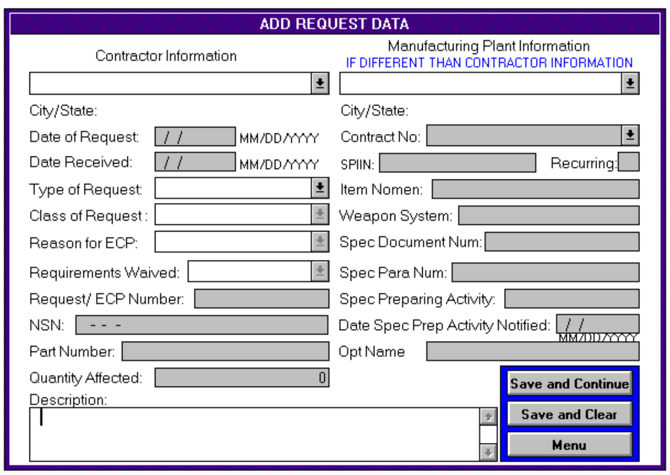
Save and Continue saves your input and places the cursor in the **Date of Request** input field. The values entered remain on the screen to be used as input for another new request.

Save and Clear saves your input and clears the values you entered. The cursor is placed in the **Contractor Information** pop-up unless you have a default prime contractor. If you have designated a default prime contractor the cursor is placed in the **Date of Request** field.

Menu returns to the **Configuration Managements Options** screen without saving.

Add Request Data

This function is used when the **Express Input** function is not appropriate. Click on the **Add Request Data** button in the **Configuration Management Options** screen and follow the below procedure.



a. **Contractor Information**: Click on the downward arrow under the **Contractor Information** field with your mouse. A pop-up menu with all of the contractor's names and CAGE codes, which you have previously entered via table maintenance, should be shown. If there is not a name which you need, contact your Monitor or a user with Table Maintenance access to add it. Scroll down the list and select the applicable contractor submitting the new request. This is a required field. If a default prime contractor has been established, this information will be automatically entered and the cursor will be placed in the Date of Request field.

After selecting the "Name/CAGE code for the Contractor or Manufacturer", the City and State will automatically be displayed.

b. **Manufacturing Plant Information**: Actual manufacturing may not be accomplished at the Prime Contractor's plant but at an off-site plant. If this is the case, click on the downward arrow under the Manufacturing Plant Information field with your mouse. Find the manufacturer's name and CAGE code in the pop-up menu and select it. If there is not a name which you need, contact your Monitor or a user with Table Maintenance access to add it.

c. **Date of Request**: Enter the contractor's request date (i.e. contractor's date used on the DD Form 1694, 1693, letter, etc.). This is a required field.

d. **Date Received**: Enter the date the CAO received the request. This is also known as the date entered into ACTS. This is a required field.

e. **Type of Request**: Use the pop-up menu and select the appropriate type. This is a required field.

f. **Class of Request**: Use the pop-up menu and select the appropriate class. This is a required field; however, if the request is a VECP, it will be bypassed.

g. **Reason for ECP:** Use the pop-up menu to indicate the appropriate reason for the Class I ECP. If the request is a VECP, waiver/MRB or deviation, this field will be bypassed. This is a required field for a Class I ECP.

- Class I ECPs to correct design errors include those to improve performance to meet requirements, eliminate interface incompatibilities between configuration items, eliminate hazardous conditions, and correct other obvious design errors. These include most Class I ECPs with justification codes b,c,d, and s from MIL-STD-973.

- Class I ECPs to improve design include those to eliminate environmental hazards, improve manufacturability, improve performance beyond requirements, reduce costs, improve operational capabilities, and improve logistics support. These include most Class I ECPs with justification codes o, r, and v from MIL-STD-973.

- Class I ECPs for requirement changes include those to implement upgrades, modifications, and other changes requested by the government/prime contractor.

- Other Class I ECPs include those to add additional sources to control drawings, update material requirements, and replace obsolete/unavailable parts. These include most Class I ECPs with justification code p from MIL-STD-973.

h. **Requirements Waived**: Use the pop-up menu and select the requirements which were waived. This is a required field for a request for waiver; however, if the request is a VECP, it will be bypassed.

i. **Request/ECP Number**: Type in the request or ECP number. This is a required field that must be unique.

j. **NSN**: Type in the 13 digit National Stock Number (NSN).

k. **Part Number**: Type in the 25 digit Part Number. Part Numbers can be used to determine Repeats of Contractor Requests.

l. **Quantity Affected**: Type in the quantity affected in 15 digits or less.

m. **Description**: Description of request in 254 characters or less.

n. **Contract Number**: Type in the prime contract number or use the pop-up menu to select one. If you type in a contract number, it is automatically added to the data table of contract numbers. This table of contract numbers can also be maintained from the **Table Maintenance** function. This is a required field. Correct entry is very important because the first six characters of the contract number are used to identify the buying activity for the military service reports.

o. **SPIIN:** Type in the Supplementary Procurement Instrument Identification Number (SPIIN) or purchase order number, as appropriate.

p. **Recurring**: Indicates a recurring critical or major request for waiver or deviation.

q. **Item Nomen**: Item Nomenclature.

r. **Weapon System**: Weapon system, if applicable.

s. **Spec Document Num**: Military specification or standard document number. Enter for every critical or major request for waiver or deviation that affects a military specification or standard.

t. **Spec Para Num**: Specification Paragraph Number. Enter for every critical or major request for waiver or deviation that affects a military specification or standard.

u. **Spec Preparing Activity**: Specification Preparing Activity as it appears in the DOD Index of Specifications and Standards (DODISS).

v. **Date Spec Preparing Activity Notified**: Date notified. DCMC policy requires that CAOs send a copy of every recurring critical or major request for waiver or deviation that affects a military specification or standard to the appropriate Specification Preparing Activity.

w. **Optional**: This is an optional field provided for local use. It can contain up to 50 characters. The field heading **Optional** can be modified locally by executing **Modify Configuration** from **Monitor Functions**. Type the desired field heading (up to 10 characters) in the block for **Optional Field Heading** and press tab. Press escape to exit. If there is no field heading specified, the default is **Optional**.

Save and Continue saves your input and places the cursor in the **Date of Request input** field. The values entered remain on the screen to be used as input for another new request.

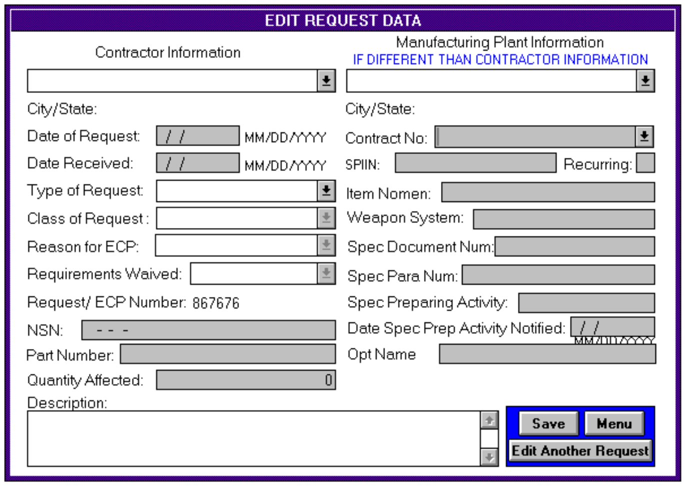
Save and Clear saves your input and clears the values you entered. The cursor is placed in the **Contractor Information** pop-up unless you have a default prime contractor. If you have designated a default prime contractor the cursor is placed in the **Date of Request** field.

Menu returns to the **Configuration Managements Options** screen without saving.

Edit Request Data

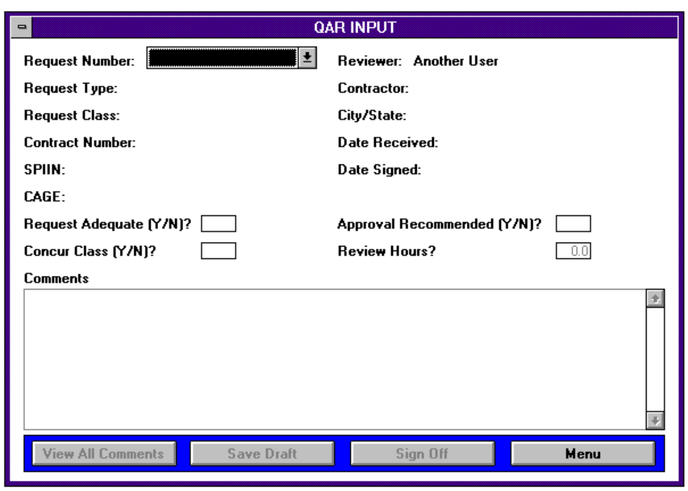
Edit Request Data provides the capability to modify request data in either the active data file or the holding tank. The monitor should select the file location and then the request number from the **Select Request Number** popup.

Once a request has been opened for functional review, the request data cannot be edited from this screen. Only the monitor can edit the data from the **Browse/Edit All Active** function.



All data fields can be modified except for the request number. The request number is a read only field on this screen. The Monitor can modify a request number via the **Browse/Edit All Active** function or the **Browse/Edit Holding Tank** function depending on the location of the request. **Save** updates the data and returns to the **Edit Another Request** menu. **Edit Another Request** does NOT save any updates, it returns to the **Select Request Number** popup. **Menu** does NOT save any updates, it returns to the **Configuration Management Options** menu.

QAR



Click on the **QAR Input** button in the **Configuration Management Options** screen and follow the below procedure.

a. Find the **Request Number** in the **Request Number** pop-up menu and select it. The Request Type, Request Class, Contract No., SPIIN, Contractor, City/State and Prime CAGE plus your Name will automatically be displayed.

b. **Date Received** is automatically displayed. If you have previously saved your review, this date will be the date you saved. Otherwise, it will be the current date.

c. **Date Signed** (date you sign off this request), is automatically displayed after you execute the **Sign Off** function.

d. Answer the appropriate questions for **Request Adequate, Concur Class,** and **Approval Recommended** with a **Y** (yes), **N** (no) or **blank.** (Hint: try using the space bar-it toggles Y, N and blank).

e. **Review Hours?:** Put in the number of hours it took you to evaluate the request. For example, use 2.5 if it took you 2.45 hours (round off to the nearest one tenth of an hour) to review the contract, drawings and input the information in ACTS.

f. Fill in the **Comments** block with supplementary information.

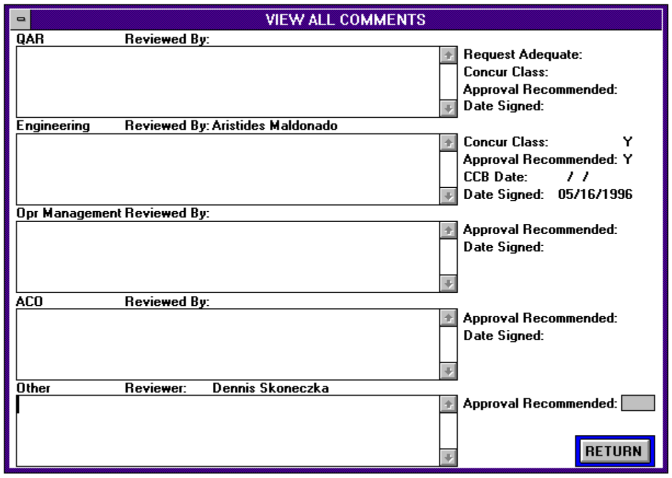
View all Comments displays a screen with other functional comments on the selected request. Comments can be modified only in the functional block corresponding to the functional input screen that is executing **View All Comments.**

Save Draft saves the information typed on the input screen. This request can be selected again for further editing.

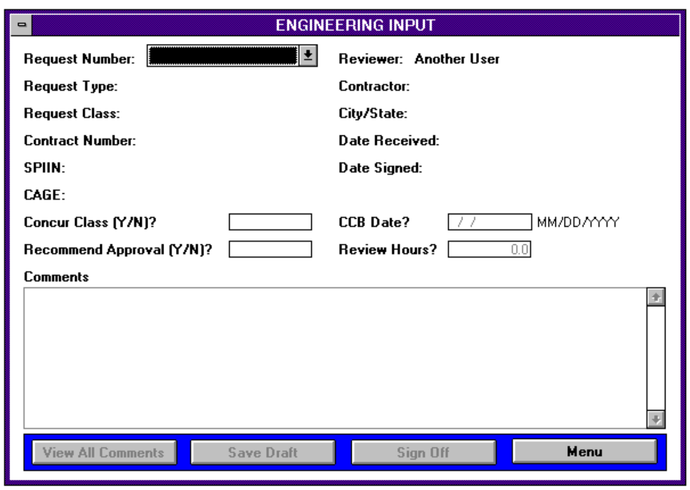
Sign Off saves the information typed on the input screen and assigns a **Date Signed** for that request. Once a request has been signed off, it can not be edited from the functional input screen. The Monitor can edit the request from the **Browse/Edit All Active** function or can reopen the request for the functional input screen from the **Reopen Closed Requests** function. Both options are within **Monitor Functions.**

Viewing Comments

Click on the **View All Comments** button in the applicable input screen (QAR, Engineering, Operations Management, ACO, or Other). You can edit your Input window but not any of the other ones.



Engineering



Click on the **Engineering Input** button in the **Configuration Management Options** screen and follow the below procedure.

a. Find the **Request Number** in the **Request Number** pop-up menu and select it. The Request Type, Request Class, Contract No., SPIIN, Contractor, City/State and Prime CAGE plus your Name will automatically be displayed.

b. **Date Received** is automatically displayed. If you have previously saved your review, this date will be the date you saved. Otherwise, it will be the current date.

c. **Date Signed** (date you sign off this request), is automatically displayed after you execute the **Sign Off** function.

d. Answer the appropriate questions for **Concur Class**, **Recommend Approval** with a **Y** (yes), **N** (no) or **blank**. Hint: try using the space bar-it toggles Y, N and blank.

e. **CCB Date?:** If known, type in the date which the Government Configuration Control Board met to review the request.

f. **Review Hours?:** Put in the number of hours it took you to evaluate the request. For example, use 2.5 if it took you 2.45 hours (round off to the nearest one tenth of an hour) to review the contract, drawings and input the information in ACTS.

g. Fill in the **Comments** block with supplementary information.

View all Comments displays a screen with other functional comments on the selected request. Comments can be modified only in the functional block corresponding to the functional input screen that is executing **View All Comments**.

Save Draft saves the information typed on the input screen. This request can be selected again for further editing.

Sign Off saves the information typed on the input screen and assigns a **Date Signed** for that request. Once a request has been signed off, it can not be edited from the functional input screen. The Monitor can edit the request from the **Browse/Edit All Active** function or can reopen the request for the functional input screen from the **Reopen Closed Requests** function. Both options are within **Monitor Functions**.

Operations Management

Click on the **Operations Management Input** button in the **Configuration Management Options** screen and follow the below procedure.

a. Find the **Request Number** in the **Request Number** pop-up menu and select it. The Request Type, Request Class, Contract No., SPIIN, Contractor, City/State and Prime CAGE plus your Name will automatically be displayed.

b. **Date Received** is automatically displayed. If you have previously saved your review, this date will be the date you saved. Otherwise, it will be the current date.

c. **Date Signed** (date you sign off this request), is automatically displayed after you execute the **Sign Off** function.

d. Answer the question for **Recommend Approval.**

e. **Review Hours?:** Put in the number of hours it took you to evaluate the request. For example, use 2.5 if it took you 2.45 hours (round off to the nearest one tenth of an hour) to review the contract, drawings and input the information in ACTS.

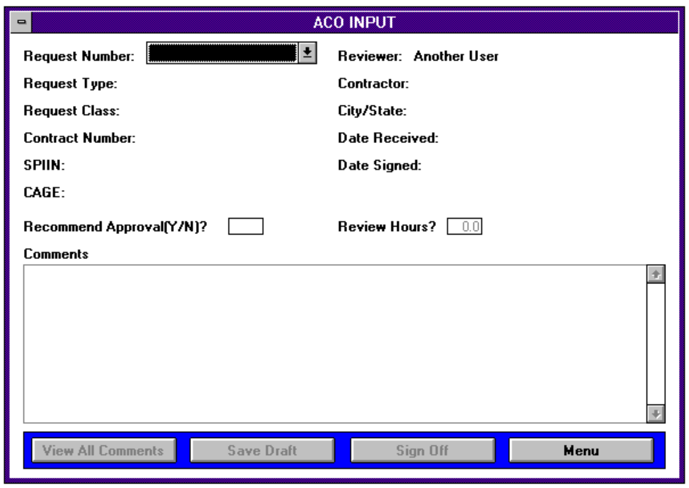
f. Fill in the **Comments** block with supplementary information.

View all Comments displays a screen with other functional comments on the selected request. Comments can be modified only in the functional block corresponding to the functional input screen that is executing **View All Comments**.

Save Draft saves the information typed on the input screen. This request can be selected again for further editing.

Sign Off saves the information typed on the input screen and assigns a **Date Signed** for that request. Once a request has been signed off, it can not be edited from the functional input screen. The Monitor can edit the request from the **Browse/Edit All Active** function or can reopen the request for the functional input screen from the **Reopen Closed Requests** function. Both options are within **Monitor Functions**.

ACO



Click on the **ACO** button in the **Configuration Management Options** screen and follow the below procedure.

a. Find the **Request Number** in the **Request Number** pop-up menu and select it. The Request Type, Request Class, Contract No., SPIIN, Contractor, City/State and Prime CAGE plus your Name will automatically be displayed.

b. **Date Received** is automatically displayed. If you have previously saved your review, this date will be the date you saved. Otherwise, it will be the current date.

c. **Date Signed** (date you sign off this request), is automatically displayed after you execute the **Sign Off** function.

d. Answer the question for **Approval Recommended.**

e. **Review Hours?:** Put in the number of hours it took you to evaluate the request. For example, use 2.5 if it took you 2.45 hours (round off to the nearest one tenth of an hour) to review the contract, drawings and input the information in ACTS.

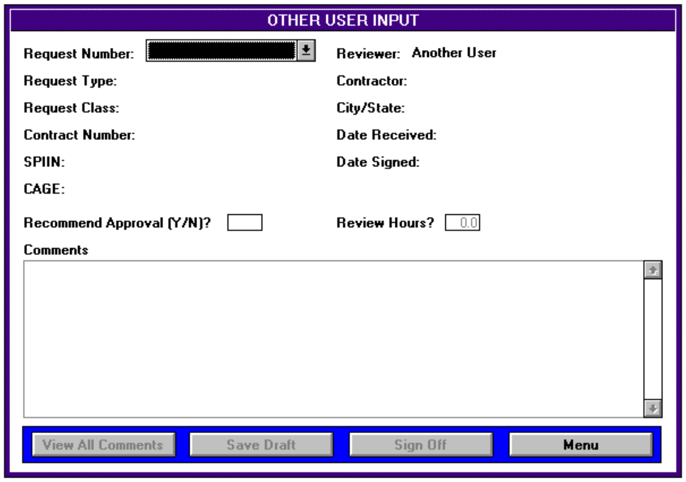
f. Fill in the **Comments** block with supplementary information.

View all Comments displays a screen with other functional comments on the selected request. Comments can be modified only in the functional block corresponding to the functional input screen that is executing **View All Comments**.

Save Draft saves the information typed on the input screen. This request can be selected again for further editing.

Sign Off saves the information typed on the input screen and assigns a **Date Signed** for that request. Once a request has been signed off, it can not be edited from the functional input screen. The Monitor can edit the request from the **Browse/Edit All Active** function or can reopen the request for the functional input screen from the **Reopen Closed Requests** function. Both options are within **Monitor Functions**.

Other User



Click on the **Other User Input** button in the **Configuration Management Options** screen and follow the below procedure.

a. Find the **Request Number** in the **Request Number** pop-up menu and select it. The Request Type, Request Class, Contract No., SPIIN, Contractor, City/State and Prime CAGE plus your Name will automatically be displayed.

b. **Date Received** is automatically displayed. If you have previously saved your review, this date will be the date you saved. Otherwise, it will be the current date.

c. **Date Signed** (date you sign off this request), is automatically displayed after you execute the **Sign Off** function.

d. Answer the question for **Recommend Approval.**

e. **Review Hours?:** Put in the number of hours it took you to evaluate the request. For example, use 2.5 if it took you 2.45 hours (round off to the nearest one tenth of an hour) to review the contract, drawings and input the information in ACTS.

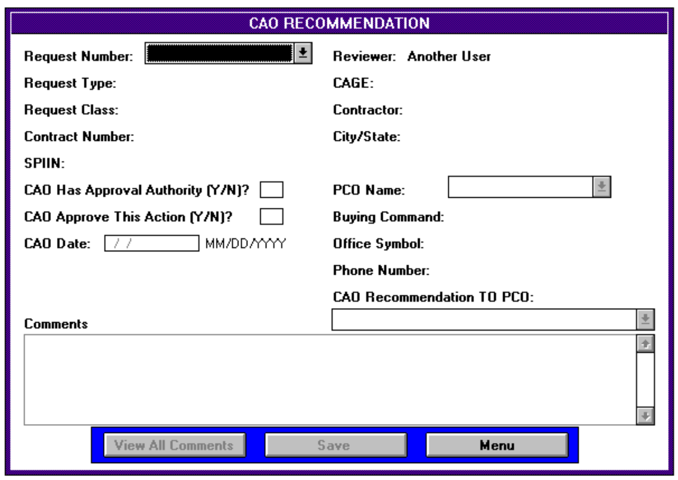
f. Fill in the **Comments** block with supplementary information.

View all Comments displays a screen with other functional comments on the selected request. Comments can be modified only in the functional block corresponding to the functional input screen that is executing **View All Comments**.

Save Draft saves the information typed on the input screen. This request can be selected again for further editing.

Sign Off saves the information typed on the input screen and assigns a **Date Signed** for that request. Once a request has been signed off, it can not be edited from the functional input screen. The Monitor can edit the request from the **Browse/Edit All Active** function or can reopen the request for the functional input screen from the **Reopen Closed Requests** function. Both options are within **Monitor Functions**.

CAO Recommendation



The **CAO Recommendation** screen indicates the completion of processing at the CAO level. This is the only mandatory comment/input screen. Use of individual functional input screens depends on the type and complexity of the action and local procedures. Click on the **CAO Recommendation** button in the **Configuration Management Options** screen. Follow the below procedure for inputting data.

a. Find the **Request Number** in the **Request Number** pop-up menu and select it. The Request Type, Request Class, Contract No., SPIIN, Contractor, City/State and Prime CAGE plus your Name will automatically be displayed.

b. The **CAO Has Approval Authority (Y/N)** input block indicates whether the CAO can approve/disapprove the request without submitting to the PCO.

c. If the CAO has approval authority, complete the input field for **CAO Approve This Action (Y/N)**.

d. If the CAO does not have approval authority, complete the input fields by selecting a PCO via a popup menu and by entering the CAO recommendation to the PCO. The PCO name selection is not a mandatory field.

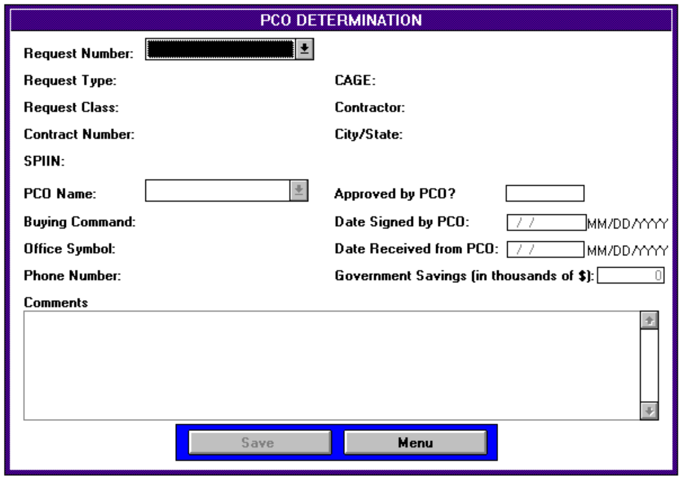
e. The CAO Date completes the processing of the request at the CAO. This date defaults to the current date, but it can be modified.

f. Fill in the comments field for combined remarks.

Click the **View All Comments** button to view other functional input comments.

The person saving data on the **CAO Recommendation** screen will be identified in the database and the name, title, and signature (if embedded) will be displayed on the DD Form 1998 and DCMC Review forms when the CAO has approval authority. When the CAO does not have approval authority, the name and title of the person saving data on the **CAO Recommendation** screen will be displayed on the DCMC Review forms following the comments in the **CAO Consolidated Comments** section. Once the **CAO Recommendation** screen is saved, any functional input screens that have not been signed off will be closed based on the CAO date; however, no signature will appear on any report forms.

PCO Determination



Any person authorized by the Monitor may enter data in the **PCO Determination** screen. This screen needs to be filled out for every action processed by the CAO for which the CAO did not have approval authority. These actions are considered active in the database until this screen is completed. Click on the **PCO Determination** button in the **Configuration Management Options** screen.

a. Find the **Request Number** in the **Request Number** pop-up menu and select it. The Request Type, Request Class, Contract No., SPIIN, Contractor, City/State and Prime CAGE plus your Name will automatically be displayed.

b. Find the applicable PCO's name in the **PCO Name** pop-up menu. The PCO Name, Buying Command, Office Symbol, and Phone Number will automatically be filled in the applicable blocks as read only fields.

c. Answer the question **Approved by PCO.**

d. Fill in the **Date Signed by PCO** and **Date Received from PCO. Date Signed by PCO** is the date the program office/buying activity CCB met and dispositioned the action. The reason for this date is to determine whether the CAO comments got to the program office/buying activity prior to the CCB meeting.

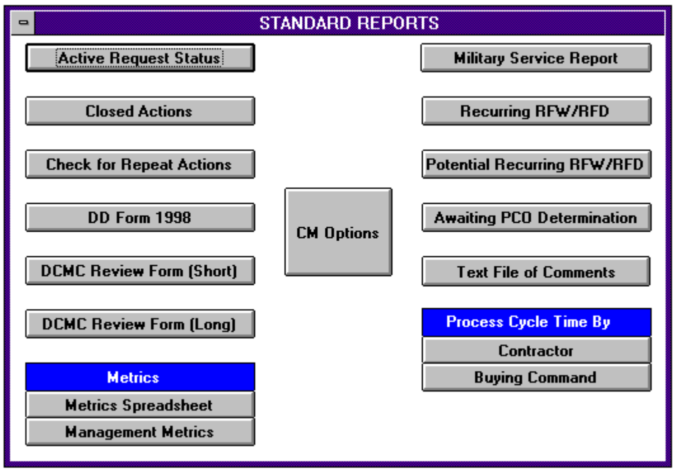
e. Fill in the **Comments** block from the PCO.

f. Fill in the value of **government savings** (in thousands of $ to the nearest tenth), if applicable.

g. Click the **Save** button. Once the **Date Signed by PCO** is entered and saved, this request will not be available from this screen. The Monitor can edit the request from the **Browse/Edit All Active** function or can reopen the request for additional input from the **Reopen Closed Requests** function. Both options are within **Monitor Functions**.

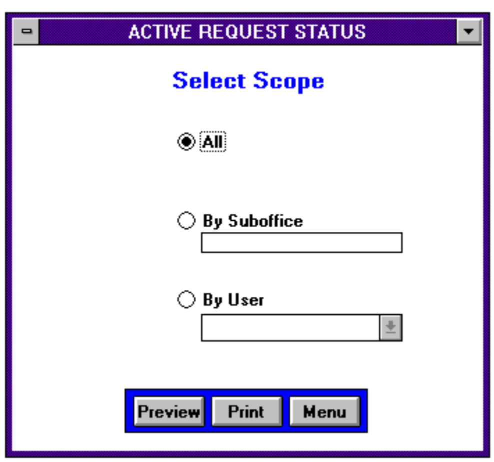
Chapter Four: Standard Reports

Click the **Standard Reports** button in the **Configuration Management Options** screen and you will get this screen listing available reports.



Active Request Status

Click the **Active Request Status** button from the **Standard Reports** screen and you will get a subsequent screen to select from.

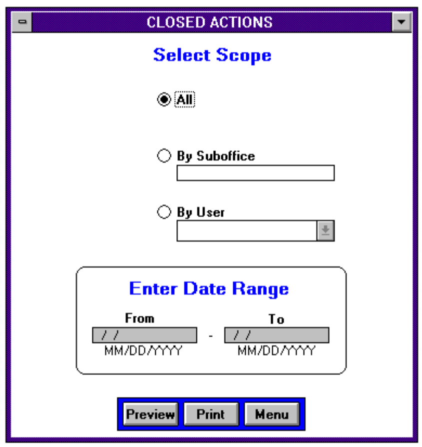


Active requests are defined as those requests that have not been closed at the CAO by completing the CAO Recommendation screen (no CAODATE) or those that have been closed at the CAO without local approval authority and are awaiting PCO determination (CAODATE, CAOAUTH=”N”, and no PCODATESIG).

The **All** option generates a report of all active requests. The **By Suboffice** option generates a report of all active requests for the specified suboffice code. The **By User** option generates a report of all active requests for the selected user. Select the User’s Name via the selection pop-up window.

Closed Actions

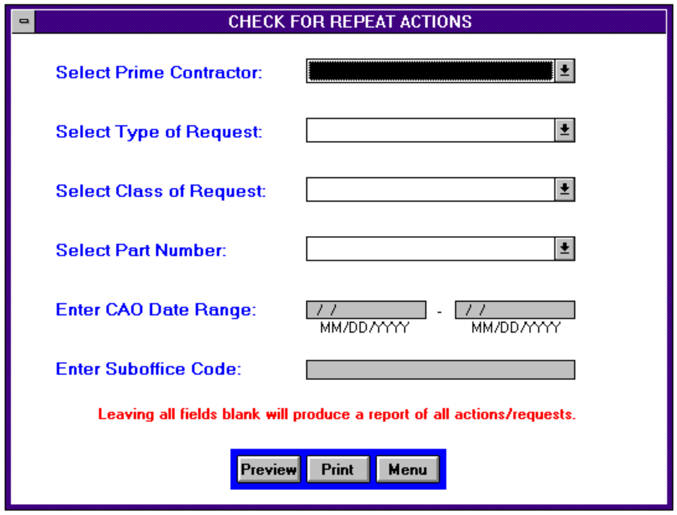
Click the **Closed Actions** button from the **Standard Reports** screen and you will get a subsequent screen to select from.



Closed requests are defined as requests that have been closed at the CAO with local approval authority (CAODATE and CAOAUTH=”Y”) or have been closed at the CAO without local approval authority and then closed at the PCO (CAODATE, CAOAUTH=”N”, and PCODATESIG).

The **All** option generates a report of all closed requests. The **By Suboffice** option generates a report of all closed requests for the specified suboffice code. The **By User** option generates a report of all closed requests for the selected user. Select the User’s Name via the selection pop-up window. A date range can be entered for any of the options to filter the closed requests by a specific time period.

Check For Repeat Actions



This report lists all actions that meet the input criteria specified. It does not track repeats per characteristic or for any given contract number. Any combination of input parameters may be specified to filter the output.

DD Form 1998

Preview/Print **DD Form 1998** by selecting the Request Number from the popup menu and clicking on preview or print. This form contains all of the comments provided in the functional input screens, but not the comments provided in the **CAO Recommendation** screen.

DCMC Review Form (Short)

Preview/Print **DCMC Review Form (Short)** by selecting the Request Number from the popup menu and clicking on preview or print. This form contains the comments provided in the **CAO Recommendation** screen, but none of the comments provided in the functional input screens. This is the preferred review form.

DCMC Review Form (Long)

Preview/Print **DCMC Review Form (Long)** by selecting the Request Number from the popup menu and clicking on preview or print. This form contains both the comments provided in the **CAO Recommendation** screen and the comments provided in the functional input screens.

Metrics Spreadsheet

The **Metrics Spreadsheet** report can be reached by clicking the **Metrics Spreadsheet** button. Next, you will get a screen to enter a fiscal year and then be able to select **Preview**, **Print**, or **Menu**. A suboffice code can be entered to generate the report for a particular suboffice.

The numbers on this report should be used as input to the monthly metrics spreadsheet report submitted by each CAO.

The Table provided below has the Metrics Spreadsheet algorithms and a quick reference to the Management Metrics Report.

D.E.	Metrics Spreadsheet	ACTS Algorithm for Metrics Spreadsheet	Management Metrics Report Equivalent
3.10.1a	Class I ECPs to Correct Design Errors	Sum(Class I ECPs to Correct Design Errors with a CAODATE in the subject Month)	Quantity of Class I ECPs Processed to Correct Design Errors
3.10.1b	Class I ECPs to Improve Design	Sum(Class I ECPs to Cause an Improvement with a CAODATE in the subject Month)	Quantity of Class I ECPs Processed to Improve Design
3.10.1c	Class I ECPs for Requirements Change	Sum(Class I ECPs to Accommodate a Buying Activity with a CAODATE in the subject Month)	Quantity of Class I ECPs Processed for Requirements Change
3.10.1d	Class I ECPs for Other Reasons	Sum(Other Class I ECPs with a CAODATE in the subject Month)	Quantity of Other Class I ECPs Processed for Other Reasons

3.10.1e	Class II ECPs Processed	This is the number of ECPs entered using the Add Class II ECPs Function, which is the number of ECPs generated for the month by the CAO contractors in the month.	**See Note:**
3.10.1f	Major/ Critical RFWs	Sum(Major/Critical RFWs with a CAODATE in the subject Month)	Quantity of Critical and Major RFWs
3.10.1g	Major/ Critical RFDs	Sum(Major/Critical RFDs with a CAODATE in the subject Month)	Quantity of Critical and Major RFDs
3.10.1h	Minor Deviations	Sum(Minor RFDs with a CAODATE in the subject Month)	Quantity of Minor RFDs
3.10.1.1a	Recurring Major/ Critical RFWs/RFDs	Sum(Major/Critical RFDs/RFWs identified as Recurring with a CAODATE date in the subject Month)	No equivalent
3.10.2a	Days to Process Class I ECPs	Sum(CAO Date - Request Date) for Class I ECPs with a CAODATE in the subject Month	Total days to process all Class I ECPs
3.10.2b	Days to Process Class II ECPs	Sum(CAO Date - Request Date) for Class II ECPs with a CAODATE in the subject Month	Total days to process all Class II ECPs
3.10.2.1a	Days to Process Major/ Critical RFWs	Sum(CAO Date - Request Date) for Major/Critical RFWs with a CAODATE in the subject Month	No equivalent
3.10.2.1b	Days to Process Major/ Critical RFDs	Sum(CAO Date - Request Date) for Major/Critical RFDs with a CAODATE in the subject Month	No equivalent

3.10.2.2a	Days to Process/ Disposition Class I ECPs	Sum(PCO Date - Request Date) for Class I ECPs with a PCO DATE in the subject Month	Total Quantity of Days to process and disposition all Class I ECPs
3.10.2.3a	Days to Process/ Disposition Major/ Critical RFWs	Sum(PCO Date - Request Date) for Major/Critical RFWs with a PCO DATE in the subject Month	No equivalent
3.10.2.3b	Days to Process/ Disposition Major/ Critical RFDs	Sum(PCO Date - Request Date) for Major/Critical RFDs with a PCO DATE in the subject Month	No equivalent

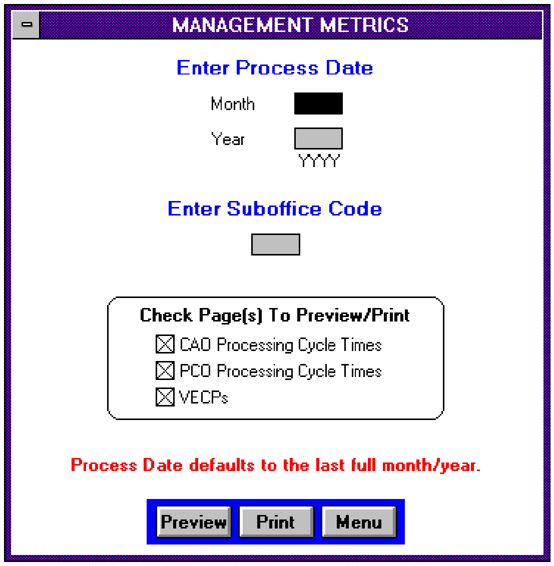
NOTE:

The Management Metrics Report counts the number of Class II ECPs processed in ACTS.

The Metrics Spreadsheet provides the total number of Class II ECPs generated by the CAO contractors. This number is entered by the ACTS monitor once a month using the Class II ECPs function.

For the "Days to Process ..." calculations, 0.5 is added as the processing time for any action in which the date subtraction equals zero.

Management Metrics



The **Management Metrics** report is based on the reporting month and year input by the user. A suboffice code can be entered to generate the report for a particular suboffice. Some of the fields are clarified below:

ECPs/RFDs/RFWs/MRBs:

The Contract Administration Office Processing Cycle Times are determined by those actions in which the CAO Recommendation screen was completed during the reporting month (CAODATE). The following defines the Processing Time calculations for those actions (0.5 is added as the processing time for any action in which the date subtraction equals zero):

Days to receive is the difference between the date the action was entered into ACTS (DATEENTER) and the date of the request(REQDATE).

Days to process internally at the CAO is the difference between the date the action was closed by the CAO completing the CAO Recommendation screen (CAODATE) and the date the action was entered into ACTS (DATEENTER).

Total days to process at the CAO is the difference between the date the action was closed by the CAO completing the CAO Recommendation screen (CAODATE) and the date of the request (REQDATE).

The Procurement Contracting Office (PCO) Disposition and Complete Cycle Times are determined by those actions in which the PCO Determination screen was completed during the reporting month (PCODATESIG). The following defines the Processing Time calculations for those actions (0.5 is added as the processing time for any action in which the date subtraction equals zero):

Days to disposition is the difference between the date of PCO Determination (PCODATESIG) and the date the action was closed by the CAO by completing the CAO recommendation screen (CAODATE).

Total days to process and disposition is the difference between the date of PCO Determination (PCODATESIG) and the date of the request (REQDATE).

VECPs:

- Received DRP are those actions entered into ACTS during the reporting month (DATEENTER).

- In approval/disapproval process at ERP are those closed by the CAO by completing the CAO Recommendation screen (CAODATE), but not having a PCO determination date (PCODATESIG).

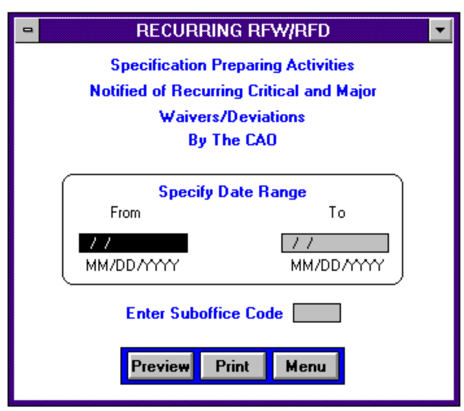
- Approved by military services DRP are those approved VECPs in which the PCO Determination screen was completed during the reporting month (PCODATESIG).

- Dispositioned by the military services DRP are those approved or disapproved VECPs in which the PCO Determination screen was completed during the reporting month (PCODATESIG).

Military Service Report

The **Military Service Report** calculates summary data to produce cycle time statistics for Class I ECP, Class II ECP, Critical/Major Deviations, Recurring Critical/Major Deviations, Critical/Major Waivers, Recurring Critical/Major Waivers, and Minor Deviations for a specified process month and year. The report is sorted by the Military Department and the Buying Activity and it can be previewed or printed.

Recurring RFW/RFD



Recurring RFW/RFD reports the Specification Preparing Activities notified of recurring critical and major waivers/deviations within a specified date range. Recurrence is determined from the data input field (RECURRING) on the Add Request Data screen defined as Y/N. Specification Preparing Activities notified within the specified date range is determined from the input field (DATE-SPEC) on the Add Request Data screen. A total of Specification Preparing Activities notified is calculated at the end of the report. A suboffice code can be entered to generate a report for a particular suboffice.

Potential Recurring RFW/RFD

Potential RFW/RFD reports potential recurring critical and major waivers/deviations. Potential recurrence is defined as more than one entry of a duplicate specification preparing activity, specification document number, and specification paragraph number. This report is grouped by the Specification Preparing Activity. A suboffice code can be entered to generate a report for a particular suboffice.

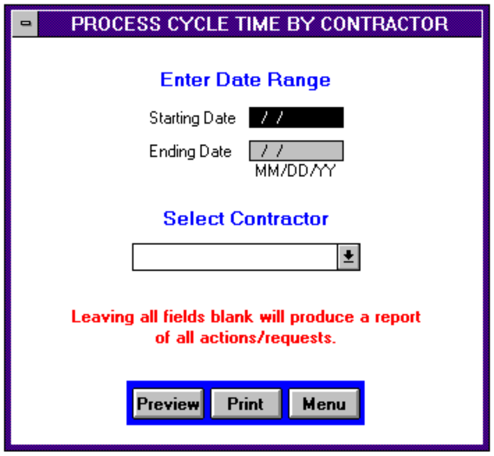
Awaiting PCO Determination

Awaiting PCO Determination displays general request information for requests the have been closed at the CAO (from the CAO Recommendation screen) without approval authority and are waiting PCO determination. The days waiting field is calculated as the current date minus the CAO close date. A suboffice code can be entered to generate a report for a particular suboffice.

Text File of Comments

Text File of Comments generates an ASCII text file containing general request information for the request selected via the popup window. Once a request is selected, the destination drive, directory, and file name can be selected via a popup window. The default file name is actscmnt.txt.

Process Cycle Time By Contractor



This section gives complete information with an example of the **Process Cycle Time By Contractor** report.

Days to Process An Action gives the number of days (average, minimum or maximum) it takes to process a request starting with the date the request is entered into the ACTS system and ending with the date it is closed out (PCO signs the request or the local Government closes or approves/disapproves the request).

Report Period is the period (REQDATE) which you enter in the previous screen.

Summary for indicates that this report is a summary for the report period and may represent multiple requests.

Number of actions indicates the number of requests which have been generated during the report period.

Date Range specifies the range of dates in which the requests were made. The date range is always less than or equal to the report period.

QAR Days specifies the days it takes for the QAR to process the request. The beginning date for this category is the date which the QAR opens up the request in the QAR Input screen and saves the information. The last date is established when the QAR signs off.

QAR>ENGR indicates the number of days it takes to get from the QAR to the Engineer. The symbol “>” is “greater than” and indicates that the Engineer would receive the request after the QAR.

NOTE: There are two types of systems (or combinations of) to process requests—parallel or sequential. Parallel processing means that each person processes the request at the same time. Sequential processing means each person (QAR, Engineer, ACO, etc.) in the chain would look at the request and pass it to the next person i.e. after the QAR is done with the request he/she would give it to the Engineer (ENGR) and so on. If the requests are made in sequential order, then the “QAR>ENGR” should be “0” or greater. However, if the requests are processed in parallel, the number of days could be positive or negative since the Engineer could have processed the request prior to the QAR. The “QAR>ENGR” column is designed for “sequential type” processing.

ENGR Days specifies the days it takes for the Engineer to process the request. The beginning date for this category is the date which the Engineer opens up the request in the Engineering Input screen and saves the information. The last date is established when the Engineer signs off.

ENGR>ACO indicates the number of days it takes to get from the Engineer to the ACO. The symbol “>” is “greater than” and indicates that the ACO would receive the request after the Engineer.

NOTE: There are two types of systems (or combinations of) to process requests—parallel or sequential. Parallel processing means that each person processes the request at the same time. Sequential processing means each person (QAR, Engineer, ACO, etc.) in the chain would look at the request and pass it to the next person i.e. after the Engineer (ENGR) is done with the request he/she would give it to the ACO and so on. If the requests are made in sequential order, then the “ENGR>ACO” should be “0” or greater. However, if the requests are processed in parallel, the number of days could be positive or negative since the ACO could have processed the request prior to the Engineer. The “ENGR>ACO” column was originally intended for “sequential type” processing.

ACO Days specifies the days it takes for the ACO to process the request. The beginning date for this category is the date which the ACO opens up the request in the ACO Input screen and saves the information. The last date is established when the ACO signs off.

PCO Days specifies the days it takes for the PCO to process the request. The beginning date for this category is the date in which the CAO completes the CAO Recommendation Screen. The final or last date is the “Date Signed by PCO” which is entered in the “PCO Determination Screen.” The difference between the CAO's recommendation date and the PCO’s “Date signed by PCO” (see PCO’s Input Information Screen) is the days taken for the PCO to process the request. If the CAO has approval authority, this calculation is not applicable.

Close Days specifies the days taken to process the request from the beginning of the request period to the end. The beginning day is the date which the initial request is saved in the “New Request Input” Screen. The date is automatically entered by ACTS when you save the initial request. The final date is the “Date Signed by PCO” in the PCO Input Screen. The end date can also be the date the local Government Office closes the action.

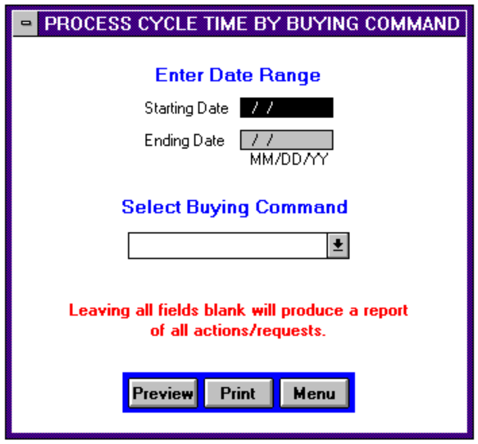
CAUTION: If you add up the individual days under the various columns (QAR, QAR>ENGR, ENGR Days, etc.) you may expect the total to be equal to the “Close Days.” This would normally not be the case. The QAR, QAR>ENGR, ENGR etc. days reflect “Average, Minimum, or Maximum.” The days in each column can be from different Actions or Requests. Consequently, if you add up the days in each column they would not equal the number in the “Close Days” column.

Average is the total number days to process actions divided by the total number of actions for each column.

Minimum reflects the least number of days it takes to process any of the requests for that column (QAR, QAR>ENGR, ENGR Days, etc.).

Maximum reflects the greatest number of days it takes to process any of the requests for that column (QAR, QAR>ENGR, ENGR Days, etc.).

Process Cycle Time By Buying Command



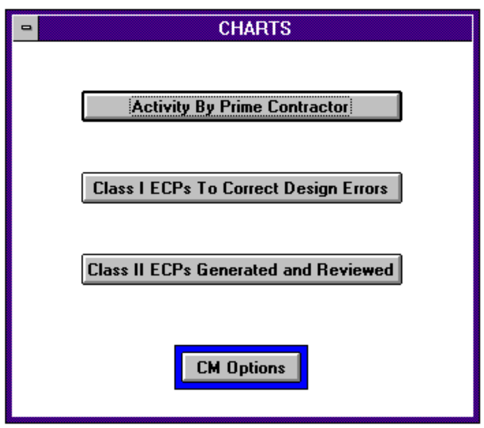
The format and operation of this report is similar to the prior one.

Chapter Five: Charts

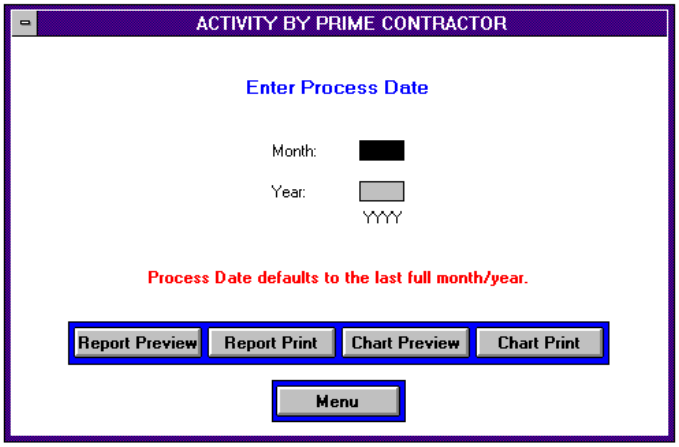
The Charts function graphically displays data based on predefined criteria. In order for this function to work, Microsoft Graph versions 3 or 5 must be properly installed and registered within Windows. If your graphs indicate a 'Graph Error', then MS Graph is not properly installed. If you do not have MS Graph, a run-time version can be installed by downloading the executable file graph.exe in binary mode from the DLAHP2 server to your working directory. The following line must be added manually to the Embedding section of your win.ini file located in your Windows directory:

```
MSGraph=Microsoft Graph,Microsoft Graph,c:\actsv3\graph.exe,picture
```

Replace the c:\actsv3 with the full path to your v3 working directory. Restart Windows and test the ACTS Charts function.

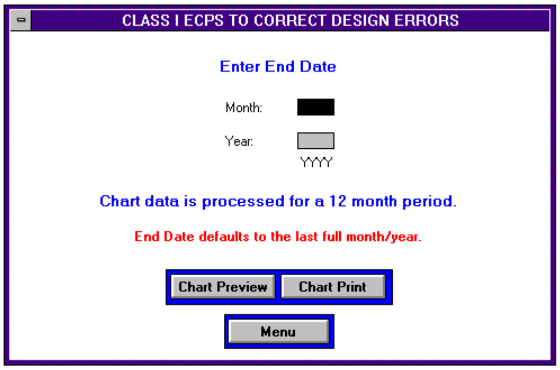


Activity By Prime Contractor



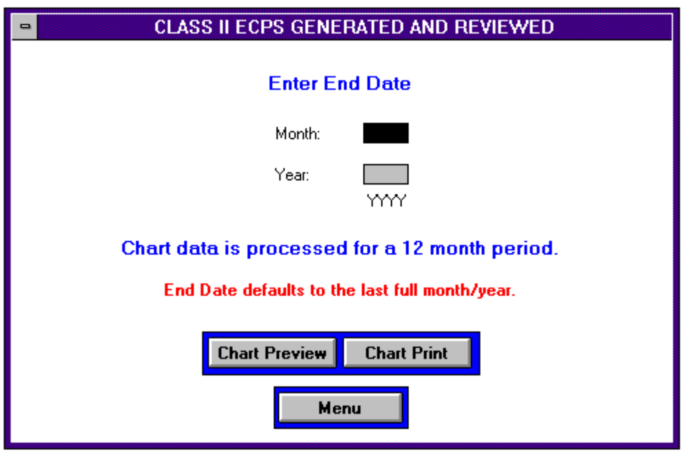
Activity By Prime Contractor is determined by the number of requests closed at the CAO by completing the CAO Recommendation screen within the specified month/year for Class I ECPs, Class I ECPs to Correct Design Errors, Class II ECPs, Critical/Major Waivers and Deviations, Minor Waivers and Deviations, and MRBs. The Report options display data in a matrix format containing a line of totals for each Prime Contractor that had activity in the specified month/year. The Chart options display data in a graphical format. A pie chart is displayed for Class I ECPs, Class II ECPs, Critical/Major Waivers and Deviations, Minor Waivers and Deviations, and MRBs that shows the top four Prime Contractors for the specified month/year and the total of Other in percentages. A Column Chart is displayed for Class I ECPs to Correct Design Errors that shows the top four Prime Contractors for the specified month/year in percentages overlaid by a line chart that shows the percentage for the CAO average of Class I ECPs to Correct Design Errors for the specified month/year.

Class I ECPs to Correct Design Errors



Class I ECPs to Correct Design Errors displays a line chart that shows the CAO percentage of Class I ECPs to Correct Design Errors for requests that were closed at the CAO by completing the CAO Recommendation screen within a 12 month time period. The end date for the 12 month time period can be specified.

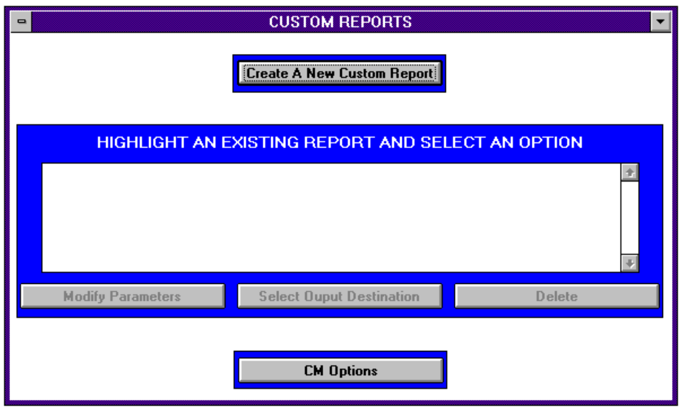
Class II ECPs Generated and Reviewed



Class II ECPs Generated and Reviewed displays a line chart that shows the CAO total of Class II ECPs generated by the contractor and the CAO total of Class II ECPs that were reviewed (closed at the CAO by completing the CAO Recommendation screen) within a 12 month time period. The end date for the 12 month time period can be specified.

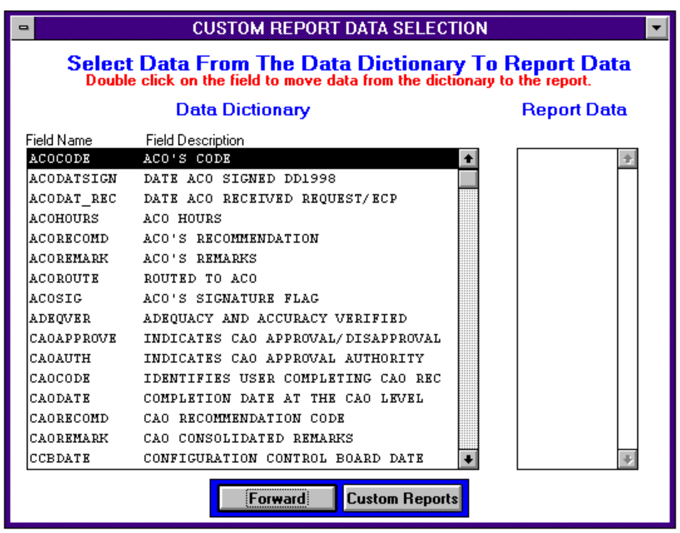
Chapter Six: Custom Reports

Custom Reports lets you define what information and in what order you would like to see it. Custom Reports is a multiple step process which is described as follows:



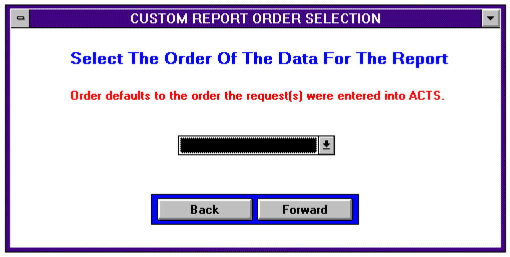
From the **Custom Reports** menu you can create a new custom report or select a previously saved custom report and modify, produce output, or delete.

Data Selection



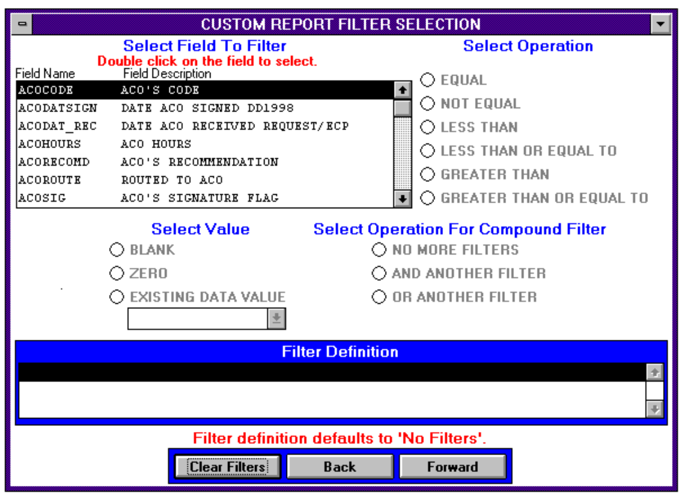
This screen allows you to select as many fields as desired from the Data Dictionary to be placed on your report.

Order Selection



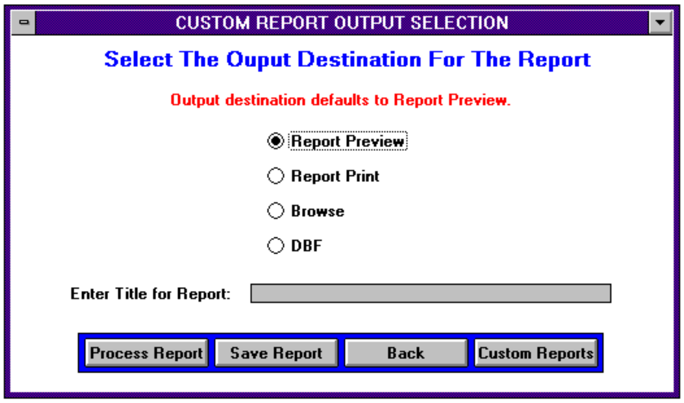
This screen allows you to select the sort order of the data for your report.

Filter Selection



This screen allows you to define filters for your report. Select a field to filter by double clicking. This will move the cursor to the next filter selection, and subsequently each selection moves your cursor to the next. Once you have defined your last filter and you have selected **NO MORE FILTERS** the screen will dim. A filter selection can only be corrected by selecting **Clear Filters** and redefining your filters.

Output Selection

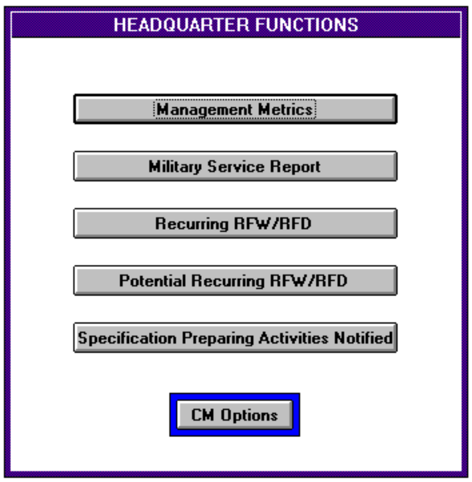


This screen allows you to process and save your report. To process your report select an output destination (this defaults to Report Preview) and click on **Process Report.** The output destination can be changed at any time and there is no limit to the number of times you process your report. To save your report, enter a title and click on **Save Report**.

Chapter Seven: HQ Functions

The **Headquarter Functions** menu selection is designed to generate consolidated reports based on ACTS data transferred from all DCMAO/DPRO's reporting to HQ DCMC.

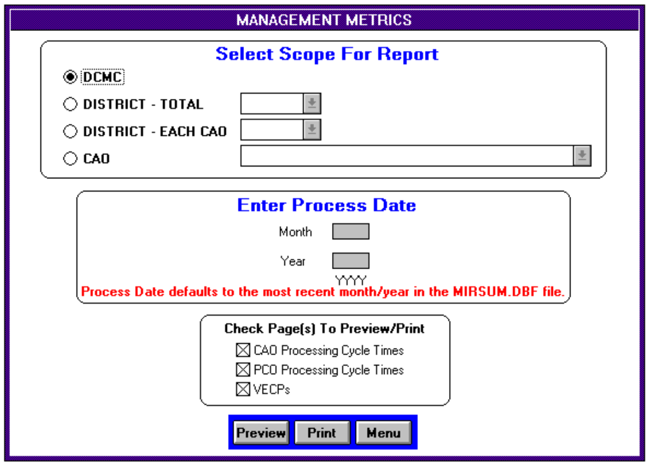
Each DCMAO/DPRO is required to transfer a file (created by the Monitor selection 'Create FTP File') to HQ monthly. This file tracks the origin of the data based on the DODAAC of the reporting DCMAO/DPRO. A consolidation utility is executed at HQ to create two summary data files.



Summary data files (MIRSUM.DBF and SUMMARY.DBF/CDX) are required in order to produce Headquarters level reports. They (and other important files) are contained in the self-extracting archive file (ACTSDATA.EXE) which must be retrieved using FTP from the host computer (DLAHP2) located at HQ DLA. The summary data files from Version 2.x are not compatible with those from Version 3.0 and should not be interchanged. The FTP should be accomplished outside of the ACTS application and prior to executing the reports. See Appendix C, General FTP Instructions.

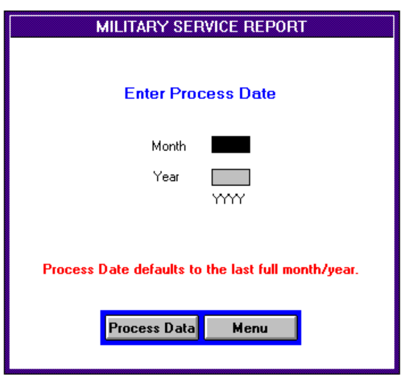
Management Metrics

This option provides **Management Metrics** reporting based on selection criteria for all of DCMC, a specified District, or a specified DCMAO/DPRO and a specified month and year. This report can be previewed or printed.



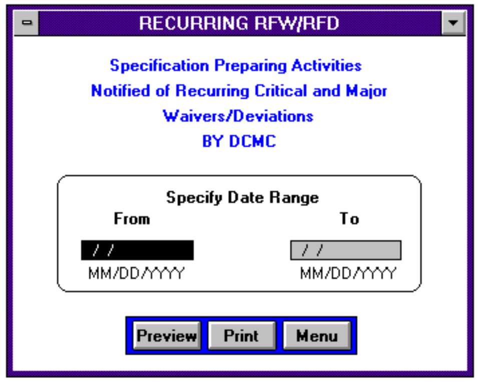
Refer to the **Management Metrics** section under **Standard Reports** for a discussion of the fields in this report.

Military Service Report



The Military Service Report calculates summary data to produce cycle time statistics for Class I ECP, Class II ECP, Critical/Major Deviations, Recurring Critical/Major Deviations, Critical/Major Waivers, Recurring Critical/Major Waivers, and Minor Deviations for a specified process month and year. The report is sorted by the Military Department and the Buying Activity and it can be previewed or printed.

Recurring RFW/RFD

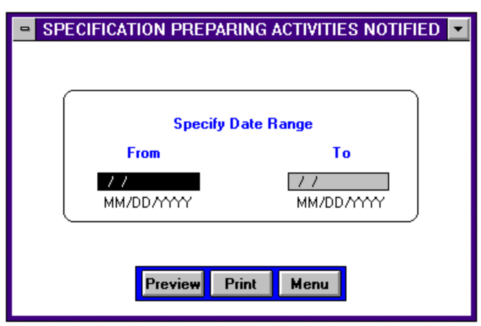


Recurring RFW/RFD reports the Specification Preparing Activities notified of recurring critical and major waivers/deviations within a specified date range from the consolidated summary file. Recurrence is determined from the data input field on the Add Request Data screen defined as Y/N. A total of Specification Preparing Activities notified is calculated at the end of the report.

Potential Recurring RFW/RFD

Potential Recurring RFW/RFD reports potential recurring critical and major waivers/deviations from the consolidated summary file. Potential recurrence is defined as more than one entry of a duplicate specification preparing activity, specification document number, and specification paragraph number. This report is grouped by the Specification Preparing Activity.

Specification Preparing Activities Notified

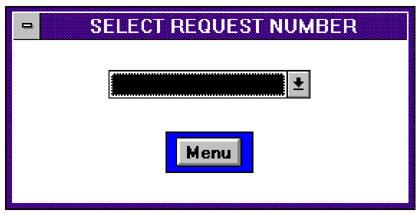


Specification Preparing Activities Notified reports the number of notifications from each CAO within a specified date range. This report is grouped by district and displays subtotals of notifications and a grand total of notifications.

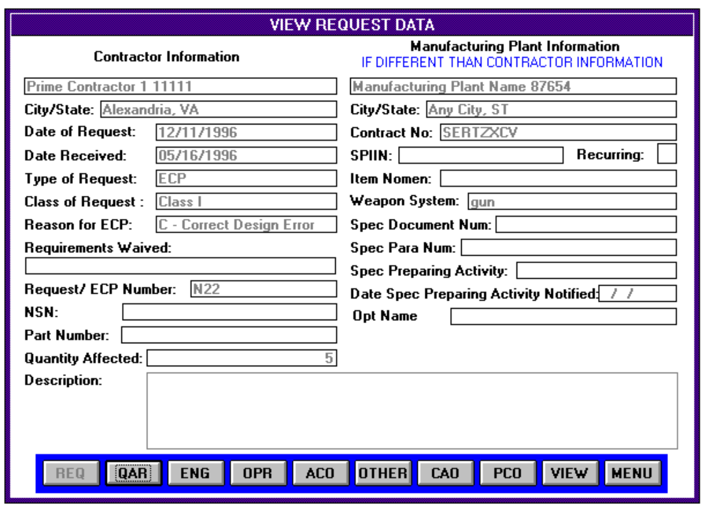
Chapter Eight: Other Functions

View Individual Request

View Individual Request provides a read only display of request data from all of the input screens based on a specified request number selected from the **Select Request Number** popup.

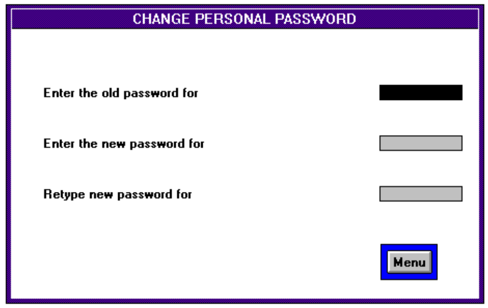


The first screen to be displayed is the **View Request Data** screen.



Subsequent screens can be selected from each screen displayed.

Change Password



The **Change Password** function is used for changing your password. Click on the **Change Password** button in the **Configuration Management Options** screen and follow the instructions on the screen. Your password may be between 6 and 15 characters long and may contain letters or numbers. Select **Menu** to return to the main menu.

Mail

Mail is an internal electronic mail system in which you can send or receive messages to fellow ACTS users. To use **Mail**, select the **Receive Mail** or the **Send Mail** button.

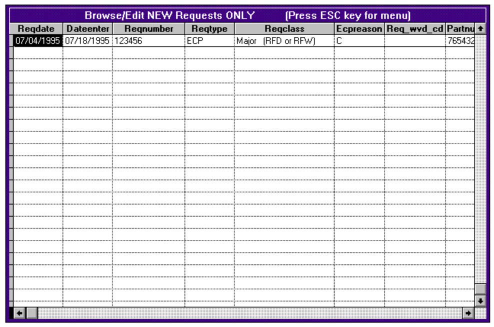
If you have new mail, you will see an icon on the **Configuration Management Options** screen indicating you have new mail. Click anywhere in the window to eliminate the icon. The **New Mail Icon** will disappear from the **Configuration Management Options** screen when you click on the **Message** under the **Message Heading** block

You may clear or eliminate the person's name to which you are sending the message (TO block), the **CC** name or the **Message** by clicking on the applicable **CLEAR** radio button which is next to the block.

Monitor Functions

Holding Tank

Browse/Edit Holding Tank

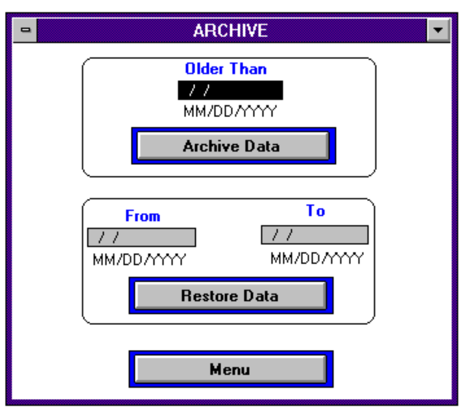


The **Browse/Edit Holding Tank** screen is used to show all new requests from the initial **Add Request Data** screen prior to making them available for processing. When the Holding Tank option is selected, all new requests must be validated (check for accuracy and validity) by the Monitor before they are moved for further processing. Requests are not moved into the active table for processing until the Monitor moves them there.

Move Holding Tank To Active

Move Holding Tank To Active button moves all new requests to the active table.

Archive

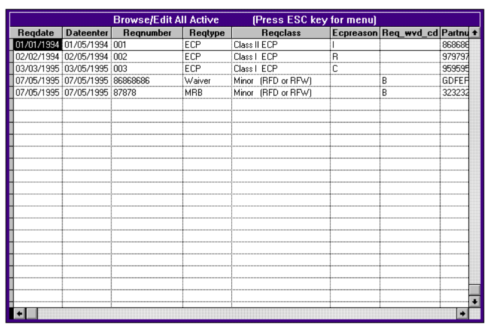


The **Archive** function is designed to provide a method for managing the size of the active file. Requests can be archived based on a specified date. The date must be older than 12 complete months from the current date in order to preserve data being submitted to Headquarters via the **Create FTP File** function. Once a date is specified, all processed requests (based on the PCO date or the CAO date if it has authority) older than that date will be archived to a separate data file (ARCHIVE.DBF) and deleted from the active file.

Requests in the archive data file can be viewed/modified via the **Browse/Edit All Archive** function.

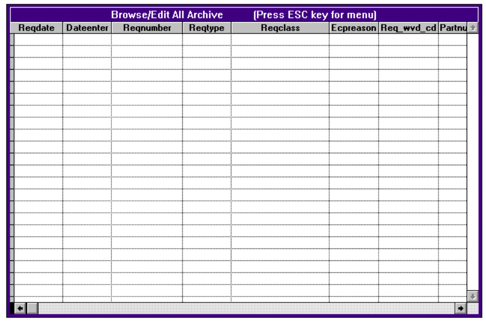
Requests can be restored from the archive file to the active file based on a specified date range. All processed requests (based on the PCO date or the CAO date if it has authority) within the date range will be restored back to the active file and deleted from the archive file.

Browse/Edit All Active



Browse/Edit All Active screen is used to view all requests entered into ACTS. This includes new requests transferred using the **Move Holding Tank To Active** button. To delete a request, mark the record by clicking on the rectangular box on the far left of the Browse display window. Press escape to exit the Browse. You will be prompted via a dialogue box to press 'D' to DELETE. The delete option physically deletes the marked record(s) from ACTS.

Browse/Edit All Archive



Browse/Edit All Archive screen is used to view all requests moved to the **ARCHIVE** table. To delete a request, mark the record by clicking on the rectangular box on the far left of the Browse display window. Press escape to exit the Browse. You will be prompted via a dialogue box to press 'D' to DELETE. The delete option physically deletes the marked record(s) from ACTS.

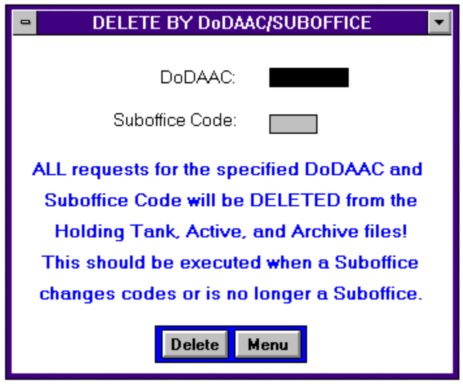
Reopen Closed Requests

Reopen Closed Requests provides the Monitor the capability to make requests that have been signed off on the functional input screens, closed from the **CAO Recommendation** screen, or closed from the **PCO Determination** screen available for editing. Once you select **Reopen Closed Requests** a subsequent menu is displayed. The menu contains selections for the functional input screens, the **CAO Recommendation** Screen, the **PCO Determination** screen, and **All**. Click on the level to reopen and you will be prompted with a pop-up to select the request number. If you reopen any of the functional input screens, the request is also reopened for **CAO Recommendation** and **PCO Determination**. If you reopen the **CAO Recommendation** screen, the request is also reopened for **PCO Determination**.

Delete By Request Number

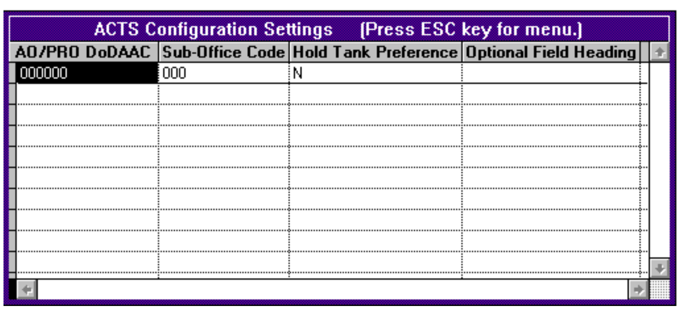
Delete By Request Number provides the capability to delete requests from the Holding Tank, Active, and Archive tables for a specified request number. The user is prompted to select the table to delete from and the request number. A confirmation screen is displayed that shows general information about the selected request. If the monitor presses the **Delete** option, the selected request is physically deleted from the specified table. **Select Another Request** returns to the **Select Request Number** screen without deleting the selected request. **Menu** returns to the **Monitor Functions** screen without deleting the selected request.

Delete By DoDAAC/Suboffice



Delete by DoDAAC/Suboffice provides the capability to delete requests from the Holding Tank, Active, and Archive files for a specified DoDAAC/Suboffice. This should only be executed when a Suboffice changes codes or is no longer a Suboffice. The user is prompted to input the DoDAAC/Suboffice and then a confirmation messages appears showing the count of records in the Holding Tank, Active, and Archive files that will be deleted. If the monitor confirms with a “Y”, the corresponding records are physically deleted from the database.

Modify Configuration



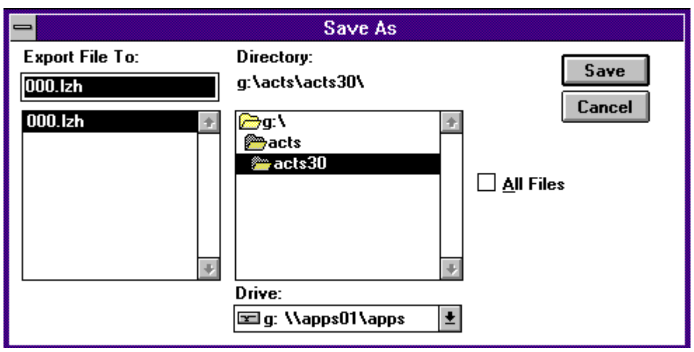
Modify Configuration is used to edit the Department of Defense Activity Address Code (DoDAAC), Suboffice Code, whether you want the Hold Tank Preference **On** or **Off**, or the **Optional Field Heading**. Suboffice Code is a unique alphanumeric code for your office (up to 3 characters). The suboffice code is used to determine where requests have originated. **Holding Tank** is used to validate new requests before users can begin working on them. The **Optional Field Heading** (up to 10 characters) is displayed on the **Add/Edit/View Request Data** screens as a locally defined heading for the **Optional** data field. If blank, the field heading defaults to **Optional**.

If the DoDAAC and/or Suboffice code is modified, the new DoDAAC/Suboffice configuration will propagate to the holding tank file, the active file, and the archive file for those requests that contain the current DoDAAC/Suboffice configuration. A confirmation dialogue box is displayed prior to the propagation.

A main office should purge (delete corresponding suboffice records in both the active and archive tables) existing suboffice requests when one of their suboffices becomes a main office (which means that it will subsequently report independently) or when one of their suboffices changes their suboffice code. The latter situation creates extra work for the main office and should be avoided if possible.

When a main office becomes a suboffice and will subsequently export data to main office, ensure the DoDAAC/Suboffice configuration is modified to prior to exporting data.

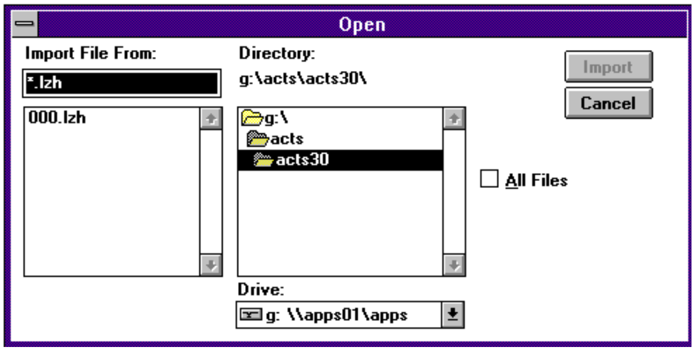
Export Suboffice Data



Export Suboffice Data exports data from the Active, ClassII, Prime, Plant, PCO, and Users tables in the ACTS database at a suboffice and creates a compressed archive file that can be transmitted to the main office for importing using the ACTS **Import Suboffice Data** function. The monitor is prompted with a dialogue box to select the destination drive, directory, and file name. The destination drive and directory default to the working directory. The destination file name defaults to the three digit suboffice code with a file extension of .lzh (for example, 111.lzh). This identifies the transmitting suboffice when the main office receives the archive file.

IMPORTANT NOTE: All data entry into ACTS for a specific action must be accomplished at either a suboffice or a main office although the actual review effort may be done in multible locations. Each office should tailor its process to best accomodate this constraint.

Import Suboffice Data



Import Suboffice Data imports data into the ACTS database at a main office from a compressed archive file created by a suboffice using the function. The monitor is prompted with a dialogue box to select the source drive, directory, and file name. The source drive and directory default to the working directory. The source file name extension defaults to .lzh. To show all file extensions, click on the All Files check box. Once the compressed archive file is selected, data is imported into the proper tables using the following criteria:

Active. The import searches for duplicate requests based on the request number (reqnumber field) and the suboffice code (ofcid field). If duplicates are found, the import overwrites those requests. All other requests are appended to the table.

ClassII. The import searches for duplicate records based on the reporting month and year (mnth_yr field) and the suboffice code (subofc field). If duplicates are found, the import overwrites those records. All other records are appended to the table.

Prime. The import searches for duplicate prime contractors based on the Cage Code (primecage field). If duplicates are found AND all other information pertaining to the prime contractor is identical, the record is ignorred and NOT overwritten. If any of the prime contractor information is different, the Monitor is prompted with a display screen showing both records. The Monitor has the choice to **Overwrite** the main office record or **Skip** the record. All other records for Cage Codes not found at the main office are appended to the table.

Plant. The import searches for duplicate manufacturing plants based on the Cage Code (plantcage field). If duplicates are found AND all other information pertaining to the manufacturing plant is identical, the record is ignorred and is NOT overwritten. If any of the manufacturing plant information is different, the Monitor is prompted with a display screen showing both records. The Monitor has the choice to **Overwrite** the main office record or **Skip** the record. All other records for Cage Codes not found at the main office are appended to the table.

PCO. The import searches for duplicate PCOs based on the PCO Code (pcocode field). If duplicates are found AND all other information pertaining to the PCO is identical, the record is ignorred and is NOT overwritten. If any of the PCO information is different, the Monitor is prompted with a display screen showing both records. The Monitor has the choice to **Overwrite** the main office record or **Skip** the record. All other records for PCO Codes not found at the main office are appended to the table.

Users. The import searches for duplicate users based on the Standard DLA Logon ID (userid field). If duplicates are found AND all other information pertaining to the user is identical the record is ignorred and is NOT overwritten. If any of the user information is different the Monitor is prompted with a display screen showing both records. The Monitor has the choice to **Overwrite** the main office record or **Skip** the record. All other records for Standard DLA Logon IDs not found at the main office are appended to the table.

Class II ECPs

Class II ECPs that are generated by contractors, but not reviewed by DCMC because of sampling, are not entered into ACTS. However, there is a management metric that is based on the total number of Class II ECPs generated by contractors. This function allows field offices to collect and report this metric. Prior to executing the "Create FTP File" function, the Monitor at the main CAO should input the total number of Class II ECPs that were submitted to the CAO during the prior month (or edit a submission for an earlier month) by selecting **Class II ECPs** from the **Monitor Functions** screen.

The Monitor can either enter one aggregate number for the main and all suboffices under the main suboffice code or he can enter individual numbers for every suboffice. We recommend that the Monitor always enter individual numbers for every suboffice each month so the historical data at the suboffice level is available, if needed.

Be careful not to mix the two methods because that would probably result in double counting when the FTP file is created to send to HQ DCMC.

Create FTP File

This menu selection creates an external DOS database file consisting of request data for the CAO based on the PCO Date (or the CAO Date if it has approval authority) for the past 12 complete months. It also includes all requests pending PCO determination. The external file name created by this option consists of the six character DODAAC and a DOS file extension of .DBF. It is automatically created with the correct file name in the ACTS working directory if ACTS has been properly configured. If it isn't, try going to the **Modify Configuration** function to validate the current information.

The “DODAAC” file must be transferred via FTP outside of the ACTS application to the “caodata” directory of the host computer (DLAHP2) located at HQ DLA monthly as directed by AQOF. Users must ensure that the correct file is placed in the correct location by the 15th of every month. Only main offices perform this function. Suboffices use Export/Import to get their data included in the main office data. See Appendix C for general FTP instructions.

Rebuild Tables

Rebuild Tables is provided to perform maintenance on the index files. All users should be logged off from ACTS prior to the execution of this utility. A confirmation dialogue box is displayed prior to execution.

Import New Request Data

Import New Request Data is provided to import request data from a Xbase (DBF) file format or from a Lotus 1-2-3 (Release 3 or above) file format. All edit validations performed on the Add Request Data screen are applicable to the import. Any requests that do not pass the edit validations are written to an error report that contains the request number and all errors found in the request. Requests are imported into the holding tank file and should be reviewed by the monitor prior to moving them to the active file. Appendix D contains the file structure and edit validation data.

ACTSDATA.EXE

On a monthly basis, a utility will be processed at HQ using all available CAO input files to create a set of consolidated data files. These files will be compressed into a self-extracting archive file (actsdata.exe) that must be retrieved via FTP, placed in your ACTS directory, and uncompressed (done by executing actsdata) if you intend to run the Headquarters level reports described in Chapter Seven. Even if you don't intend to run the Headquarters level reports, you should retrieve the compressed file each month because it will also include the latest readme file and any other program updates needed to properly run ACTS.

Backing up ACTS

Back up ACTS frequently. If you are using a network, your network administrator should be backing up the files periodically. If you are backing up using DOS or other commercial software, be sure to get all dbf's, cdx's, and fpt's. You do not have to back up acts.exe, convprg.exe, or foxw2600.esl.

Split Screen Procedures for Browse Displays

Splitting the screen for browse displays enables you to stabilize the fields displayed on one half of the screen while scrolling the fields on the other half. Your current record is synchronized on both displays. To split the screen in any of the browse display windows click on the darkened rectangular box in the lower left corner of the screen. Drag and drop the pointer to the location you want your screen split. The split screen is not saved once you exit the browse display.

Appendix A: Product Support

Product support should first be sought from the following district Points of Contact (POCs):

	Functional Issues	Technical Issues
DCMDE	Gene Bisaillon DCMDE-O 617-753-4671 bae4313@dcrb.dla.mil	Paul Strong DCMDE-O 617-753-4242 pstrong@dcrb.dla.mil
DCMDI	William Gibson DCMDI-E 707-767-2794 william_gibson@hq.dla.mil	William Gibson
DCMDW	Ashraf Khan DCMDW-O 310-335-4253 akhan@link.dcmdw.dla.mil	Mary Bailer DCMDW-O 310-335-4375 mbailer@link.dcmdw.dla.mil

At Headquarters DLA, the following individuals are available for support:

Policy and Functional Requirements:

Aristides Maldonado (Tito)
Product Design, Development and Control Team
Attn: AQOF
703-767-3355
DSN 427-3355
a_maldonado@hq.dla.mil

Program Management:

Dennis Skoneczka
Projects and Contract Administration Team
Attn: AQAC
703-767-6327
DSN 427-6327
dennis_skoneczka@hq.dla.mil

Technical Support:

Kim Johnson
DLA Administrative Support Center (DASC)
Attn: DASC-NCA
703-767-2011
DSN 427-2011
kimberly_johnson@hq.dla.mil

Appendix B: Field Definitions

Terms	**Description**
ACTIVE & ARCHIVE TABLES	
ACOCODE	ACO's code
ACODAT_REC	Date ACO received request/ECP
ACODATSIGN	Date ACO signed DD1998
ACOHOURS	ACO hours
ACORECOMD	ACO's recommendation
ACOREMARK	ACO's remarks
ACOROUTE	Routed to ACO
ACOSIG	ACO's signature flag
ADEQVER	Adequacy and accuracy verified
CAOAPPROVE	Indicates CAO approval/disapproval
CAOAUTH	Indicates CAO approval authority
CAODATE	Completion date at the CAO level
CAOCODE	Identifies the person completing the CAO recommendation
CAORECOMD	CAO recommendation code
CAOREMARK	CAO consolidated remarks
CCBDATE	Configuration Control Board date
CONTRACTNO	Contract number
DATE_SPEC	Date spec preparing activity notified
DATEENTER	Date request entered into ACTS
DESCRIPT	Description of request
DOC_NUM	Specification document number
ECPREASON	Reason code for ECP
EECODE	Engineer's code
EECONCLS	Engineer concurs with classification
EEDATE_REC	Date engineer received request/ECP
EEDATESIGN	Date engineer signed DD1998
EEHOURS	Engineer hours
EERECOMD	Engineer's recommendation
EEREMARK	Engineer's remarks
EEROUTE	Routed to engineer
EESIG	Engineer's signature flag
EOCODE	Operations Management code
EODATE_REC	Date Operations Management received request
EODATESIGN	Date Operations Management signed DD1998
EOHOURS	Operations Management hours
EORECOMD	Operations Management's recommendation
EOREMARK	Operations Management's remarks

EOROUTE	Routed to Operations Management
EOSIG	Operations Management's signature flag
ITEM_NOMEN	Item nomenclature
NSN	National Stock Number
O_DATE_REC	Date received by other
O_DATESIGN	Date other signed DD1998
OFCID	SubOffice ID (DODAAC & ID)
OPTIONAL	Optional field for local use
OTHERCODE	Other's code
OTHERECOMD	Other's recommendation
OTHEREMARK	Other's remarks
OTHERHOURS	Other hours
OTHERROUTE	Routed to other
OTHERSIG	Other's signature flag
PARA_NUM	Specification paragraph number
PARTNUMBER	Part number
PCOCODE	Identifies PCO's name, symbol, phone
PCODATESIG	Date PCO signed the request
PCODISP	PCO disposition (approve/disapprove)
PCOREMARK	PCO's remarks
PCOROUTE	Routed to PCO
PCORTNDATE	Date DD1998 received back from PCO
PLANTCAGE	CAGE code of production plant
PREP_ACT	Specification preparing activity
PRIMECAGE	CAGE code of prime contractor
QCODE	QAR's code
QCONCLS	QAR concurs with classification
QDATE_REC	Date QAR received the request/ECP
QDATESIGN	Date QAR signed DD1998
QHOURS	QAR hours
QNTY-AFCT	Quantity affected
QRECOMD	QAR's recommendation
QREMARK	QAR's remarks
QSIG	QAR's signature flag
RECURRING	Indicates recurring request
REQ_WVD_CD	Requirements waived code
REQCLASS	Class of ECP or type of nonconformance
REQDATE	Date of request
REQNUMBER	Request or ECP number
REQTYPE	Type of request
SAVINGS	Value of government savings ($000)
SPIIN	Supplementary Proc Instrument Ident Num
WEAP_SYS	Weapon system

SUMMARY TABLE

ACOHOURS	ACO hours
CAOAPPROVE	Indicates CAO approval/disapproval
CAOAUTH	Indicates CAO approval authority
CAOCODE	Identifies the person completing the

	CAO recommendation
CAODATE	Completion date at the CAO level
CAORECOMD	CAO recommendation code
CONTRACTNO	Contract number
DATEENTER	Date request entered into ACTS
DATE_SPEC	Date spec preparing activity notified
DISTRICT	District
DOC_NUM	Specification Document Number
DODAAC	DoD Activity Address Code
ECPREASON	Reason code for ECP
EECONCLS	Engineer concurs with classification
EEDATESIGN	Date engineer signed DD1998
EEHOURS	Engineer hours
EOHOURS	Operations Management hours
ITEM_NOMEN	Item Nomenclature
NSN	National Stock Number
OTHERHOURS	Other hours
PARA_NUM	Specification paragraph number
PARTNUMBER	Part Number
PCODATESIG	Date PCO signed the request
PCODISP	PCO disposition (approve/disapprove)
PCORTNDATE	Date DD1998 received back from PCO
PLANTCAGE	CAGE code of production plant
PREP_ACT	Specification preparing activity
PRIMECAGE	CAGE code of prime contractor
PRIMENAME	Prime contractor name
QCONCLS	QAR concurs with classification
QDATESIGN	Date QAR signed DD1998
QHOURS	QAR hours
QNTYCII	Quantity of Class II ECPs generated
RECURRING	Indicates recurring request
REQCLASS	Class of ECP or type of nonconformance
REQDATE	Date of request
REQNUMBER	Request or ECP number
REQTYPE	Type of request
REQ_WVD_CD	Requirements waived code
SAVINGS	Value of government savings ($000)
SPIIN	Supplementary Proc Instrument Ident Num
USERLAST	Last Name of the person completing the CAO recommendation
USERPHONE	Phone Number of the person completing the CAO recommendation
WEAP_SYS	Weapon system

MIRSUM TABLE

CLIECPD1	Quantity of Class I ECPs disposition by PCO
CLIECPD2	Quantity of days to disposition all Class I ECPs at PCO
CLIECPD3	Total quantity of days to process and

	disposition Class I ECPs
CLIECPP1	Quantity of Class I ECPS processed to correct design errors
CLIECPP2	Quantity of Class I ECPS processed to improve design
CLIECPP3	Quantity of Class I ECPS processed for requirements change
CLIECPP4	Quantity of Class I ECPS processed for other reasons
CLIECPP5	Total quantity of Class I ECPs processed
CLIECPPT1	Quantity of days to receive all Class I ECPs from contractor
CLIECPPT2	Quantity of days to process all Class I ECPS internally at CAO
CLIECPPT3	Total days to process all Class I ECPs
CLIIECPD1	Quantity of Class II ECPs dispositioned by PCO
CLIIECPD2	Quantity of days to disposition all Class I ECPs at PCO
CLIIECPD3	Total quantity of days to process and disposition Class II ECPs
CLIIECPP1	Quantity of Class II ECPs with CAO disposition authority
CLIIECPP2	Quantity of Class II ECPs forwarded to PCO for disposition
CLIIECPP3	Total quantity of Class II ECPs processed

CLIIECPPT1	Quantity of days to receive all Class II ECPs from contractor
CLIIECPPT2	Quantity of days to process all Class II ECPS internally at CAO
CLIIECPPT3	Total days to process all Class II ECPs
DISTRICT	District
DODAAC	DoD Activity Address Code
DWD1	Quantity of C&M RFDs/RFWs dispositioned by PCO
DWD2	Quantity of days to disposition C&M RFDs/RFWs at PCO
DWD3	Total quantity of days to process and disposition C&M RFDs/RFWs
DWD4	Quantity of minor RFDs/RFWs disposition by PCO
DWD5	Quantity of days to disposition minor RFDs/RFWs at PCO
DWD6	Total days to process and disposition minor RFDs and RFWs
DWP1	Quantity of critical and major (C&M) RFDs
DWP2	Quantity of C&M RFWs
DWP3	Quantity of minor RFDs
DWP4	Quantity of minor RFWs
DWP5	Quantity of MRB actions (not mandatory to enter MRB)
DWPT1	Quantity of days to receive all C&M RFDs/RFWs from contractor
DWPT2	Quantity of days to process all C&M RFDs/RFWs internally at CAO
DWPT3	Total days to process minor RFDs and RFWs
OTHER1	Quantity of Class I ECPs for which the CAO recommends approval and the PCO approves
OTHER2	Quantity of Class II ECPs for which the CAO recommends approval and the PCO approves
OTHER3	Quantity of C&M RFDs/RFWs for which the CAO recommends approval and the PCO approves
OTHER4	Quantity of Class II ECPs for which the CAO has disposition authority and approves
OTHER5	Consideration received (in thousands $) for all actions except VECPs
PDATE	Year and month (yyyymm)
VECPA1	Quantity of VECPs approved by the Army
VECPA2	Quantity of VECPs approved by the Navy
VECPA3	Quantity of VECPs approved by the Air Force

VECPA4	Quantity of VECPs approved by DLA
VECPA5	Quantity of VECPs approved by other sources
VECPADP1	Quantity of VECPs in approval/disapproval by the Army
VECPADP2	Quantity of VECPs in approval/disapproval by the navy
VECPADP3	Quantity of VECPs in approval/disapproval by the Air Force
VECPADP4	Quantity of VECPs in approval/disapproval by DLA
VECPADP5	Quantity of VECPs in approval/disapproval by other sources
VECPD1	Quantity of VECPs dispositioned by the Army
VECPD2	Quantity of VECPs dispositioned by the Navy
VECPD3	Quantity of VECPS dispositioned by the Air Force
VECPD4	Quantity of VECPs dispositioned by DLA
VECPD5	Quantity of VECPs dispositioned by other sources
VECPEQV	Quantity of hours spent performing VE
VECPR1	Quantity of VECPs received for Army contracts
VECPR2	Quantity of VECPs received for Navy contracts
VECPR3	Quantity of VECPs received for Air Force contracts
VECPR4	Quantity of VECPs received for DLA contracts
VECPR5	Quantity of VECPs received for contracts from other sources
VECPS1	Total government savings for Army contracts
VECPS2	Total government savings for Navy contracts
VECPS3	Total government savings for Air Force contracts
VECPS4	Total government savings for DLA contracts
VECPS5	Total government savings for other contracts

NEWENTRY TABLE

CONTRACTNO	Contract number
DATE_SPEC	Date spec preparing activity notified
DATEENTER	Date request entered into ACTS
DESCRIPT	Description of request
DOC_NUM	Specification document number
ECPREASON	Reason code for ECP
ITEM_NOMEN	Item nomenclature
NSN	National Stock Number
OFCID	SubOffice ID (DODAAC & ID)
OPTIONAL	Optional field for local use
PARA_NUM	Specification paragraph number
PARTNUMBER	Part number
PLANTCAGE	CAGE code of production plant
PREP_ACT	Specification preparing activity

PRIMECAGE	CAGE code of prime contractor
QNTY-AFCT	Quantity affected
RECURRING	Indicates recurring request
REQ_WVD_CD	Requirements waived code
REQCLASS	Class of ECP or type of nonconformance
REQDATE	Date of request
REQNUMBER	Request or ECP number
REQTYPE	Type of request
SPIIN	Supplementary Proc Instrument Ident Num
WEAP_SYS	Weapon system

PCO TABLE

BUYCMD	Buying command
PCOCODE	System generated PCO code
PCONAME	PCO name
PCOPHONE	PCO phone
PCOSYMBOL	PCO office symbol

PLANT TABLE

PLANTCAGE	Manufacturing plant CAGE code
PLANTCITY	Manufacturing plant city
PLANTNAME	Manufacturing plant name
PLANTSTATE	Manufacturing plant state

PREFS TABLE

DFLTPRIME	Default prime contractor CAGE code
DODAAC	DoD Activity Address Code
FIELDTITLE	Field title for the optional field
HOLDTANK	Holding tank indicator
SUBOFC	Suboffice code

PRIME TABLE

PRIMECAGE	Prime contractor CAGE code
PRIMECITY	Prime contractor city
PRIMENAME	Prime contractor name
PRIMESTATE	Prime contractor state

USERS TABLE

CUSTOMDEF	User’s custom access level definition
PASSWORD	User's password
USERACCESS	User's access level
USERFIRST	User's first name
USERID	User's standard logon ID
USERLAST	User's last name
USERPHONE	User's phone number
USERSIG	User's signature (object)
USERSYMBOL	User's office symbol
USERTITLE	User's title

CONTRACT TABLE

CONTRACTNO	Contract number

CLASS II TABLE

MNTH-YR	Reporting month and year
QUANTITY	Quantity reported
SUBOFC	Suboffice code

Appendix C: General FTP Instructions

The host computer (DLAHP2) is located at HQ DLA.

The I.P. address is 160.147.213.30.

A user login and password must be obtained for the DLAHP2 by submitting a DLA Form 1811, System Access Request thru DLA-AQOF.

Once the host computer is accessed, enter login and password. If your login and password are accepted, you will be placed in the /actsftp directory. This is the main ACTS directory that you can reach via ftp.

The typical files and subdirectories under /actsftp are:

FILES	DESCRIPTION
actsman.wpd	User's Manual (WordPerfect 6.0).
actsdata.exe	Self-Extracting Archive File you need to "get" and execute in the directory in which you installed ACTS if you intend to produce the reports under Headquarters Functions. It also contains the readme file and other program updates.
readme	Current news about ACTS. This file may change at any time. Users should read this on a regular basis.

DIRECTORIES	DESCRIPTION
caodata	The subdirectory where CAOs should "put" their data file that was created using the "Create FTP File" function under the monitor menu.
disk1	All files that make up Disk 1 for installation.

disk2	All files that make up Disk 2 for installation.
disk3	All files that make up Disk 3 for installation.
disk4	All files that make up Disk 4 for installation.

To create installations disks, you must copy (mget) every file from the disk1, disk2, disk3, and disk4 directories to your own 1.44MB Disk 1, Disk 2, Disk 3, and Disk 4 floppies or corresponding hard drive subdirectories.

Use generic FTP "ls/pwd" commands to see a list of files and your current directory.

Use generic FTP "cd/lcd" commands to change remote/local directories.

Use generic FTP "get/mget" and "put/mput" commands to transfer files.

Transferring of program or data files must be processed in **binary** mode! Text should be **ASCII**.

Appendix D: Import New Request Data

File Structure:

Field	Field Name	Type	Width
1	REQDATE	Date	8
2	DATEENTER	Date	8
3	PRIMECAGE	Character	5
4	PLANTCAGE	Character	5
5	REQNUMBER	Character	15
6	REQTYPE	Character	10
7	REQCLASS	Character	8
8	ECPREASON	Character	1
9	REQ_WVD_CD	Character	1
10	NSN	Character	16
11	PARTNUMBER	Character	25
12	QNTY-AFCT	Numeric	10
13	CONTRACTNO	Character	18
14	SPIIN	Character	13
15	DESCRIPT	Character	254
16	RECURRING	Character	1
17	ITEM_NOMEN	Character	22
18	WEAP_SYS	Character	15
19	PREP_ACT	Character	5
20	DOC_NUM	Character	20
21	PARA_NUM	Character	10
22	DATE_SPEC	Date	8
23	OPTIONAL	Character	50
24	OFCID	Character	10

Edit Validation Data:

Field REQDATE
Edit Required field.

Field DATEENTER
Edit Required field.

Field	PRIMECAGE
Edit	Required field and prime contractor information must exist in the prime file.
Field	PLANTCAGE
Edit	Blank or the manufacturing plant information must exist in the Plant file.
Field	REQTYPE/REQCLASS/ECPREASON/REQ_WVD_CD
Edit	The following are acceptable combinations for the above fields.

REQTYPE	Waiver/Deviation.
REQCLASS	Minor/Major/Critical.
ECPREASON	Blank.
REQ_WVD_CD	See Requirements Waived Codes/Definitions below.

REQTYPE	MRB.
REQCLASS	Blank.
ECPREASON	Blank.
REQ_WVD_CD	See Requirements Waived Codes/Definitions below.

REQTYPE	ECP.
REQCLASS	Class I/Class II.
ECPREASON	C/I/R/O
REQ_WVD_CD	Blank.

REQTYPE	VECP.
REQCLASS	Blank.
ECPREASON	Blank.
REQ_WVD_CD	Blank.

Field	REQNUMBER
Edit	Required field and cannot duplicate an existing request in the holding tank file, the active file, or the archive file based on a concatenation of the request number and office id code.
Field	CONTRACTNO
Edit	Required field.

Field OFCID
Edit Generated by the import utility based on the DoDAAC/Sub-Office configuration.

All other fields are optional.

Requirements Waived Codes/Definitions:

A Packaging (preservation, packaging, packing, and marking)
B Dimensional (not within print or specification requirement)
C Process (substandard painting, plating or welding)
D Testing (incorrect, inadequate, or omitted)
E Defective Component (use when assembly inoperative or erratic due to faulty relay, diode, tube)
F Wrong Item or Quantity (wrong item shipped; correct item over/under shipped)
G Documentation (missing or illegible)
H Item Marking (marking of item incorrect, illegible, or missing)
J Defective Material (laminations, porosity, physical/chemical not within specs)
K Missing Hardware (omitted in assembly kits)
L Lubrication (inadequate, insufficient, or missing)
M Workmanship (loose connection, poor soldering, cut insulation, or adjustment incorrect)
P GIDEP Initiated
Q Damaged (cracked, broken, or bent from handling either apparent, or readily apparent)
R Field Misapplication (improper use or incorrectly installed)
S Storage Deterioration (inadequate storage or shelf life exceeded)
T Contract/Design Questioned (contract provisions or engineering design inadequate to meet users needs)
U Delivery (change to schedule, destination, or means of conveyance)
V Other
W Materials Substitute
X Multiple Requirements

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